



Procedures No: 5007

**Title of Procedures: Transfer and Advance Standing**

**Procedures (check one):** New   X   Revised \_\_\_\_\_ Reformatted \_\_\_\_\_

**Applies to (check all that apply):**

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Students   X  

Division/Department \_\_\_\_\_ College \_\_\_\_\_

**Topic/Issue:**

Transfer of credit and determination of advance standing

**Background to Issue/Rationale for Procedure:**

The Board of Trustees shall adopt and publish in the college catalog or other public documents a policy governing the transfer and acceptance of credits from other colleges, universities, and other approved agencies for the purpose of advance standing.

**State/Federal Regulatory Requirements (cite if applicable):**

COMAR 13B.02.02.16

**Procedural Language:**

Transfer credit is reviewed by the Admissions Office on an individual basis. The Admissions Office considers the institution where the course was taken, date completed, department and course number, course title, and grade to decide which courses will transfer.

Baltimore City Community College (BCCC) will review only those transfer courses with a grade of C or better. BCCC will accept transfer credits with a grade of C for general education courses. BCCC will convert accepted transfer courses taken at institutions that operate on a quarter system to semester credit hours. Quarter hours will be multiplied by 2/3 to equal semester credit hours. Transfer credit cannot be awarded for a course if credit has already been earned at BCCC.

In some cases, BCCC will need to review the official course description or course syllabus to determine equivalency. Upon request, the student must submit the required information.

**Transfer Criteria**

Credit may transfer if one of the following is met:

1. The institution is regionally accredited, or the institution is legally authorized to grant standard college degrees.

Credit is not accepted from institutions that are candidates for regional accreditation or for courses taken while an institution was not regionally accredited.

2. BCCC has articulation agreements with the high schools, businesses, or industries.
3. The American Council on Education has reviewed and recommended the course or military occupation for college credit.
4. Foreign transcripts must be evaluated by a professional transcript evaluation service before transfer credit will be reviewed. BCCC requires the course-by-course evaluation from the service to review transfer credit. BCCC accepts only the following transcript evaluation services:

World Education Services (WES)  
American Association of College Registrars and Admissions Officers (AACRAO)  
Education Credential Evaluators (ECE)

### **Apply Credits Toward Graduation**

Students may allocate up to 45 transfer credits toward an associate degree or half the credits required for a certificate. Only credits that apply to the chosen program may count toward graduation. Students can earn up to 30 of these transfer hours through transfer of non-traditional credit. Students must meet with an academic advisor to discuss options and track their academic progress.

Official transcripts from other institutions must be current and received by BCCC within one year of the date printed for transfer credit award. Unofficial transcripts may be used to determine if a non-matriculating student has met the prerequisite requirement for a specific course or courses and may not be used to meet a graduation requirement.

Official transfer credits will have a TR designation in the data system.  
Unofficial transfer credits will have an XA designation in the data system.

**Implementation Date: January 6, 2014**

**Proposed by: Peggy F. J. Bradford, J.D., Ed.D., Vice President for Academic Affairs**

**Originator/Division: Academic Affairs and Student Affairs**