

## Board Policies

### **ACADEMIC AFFAIRS**

#### **260.00 TRANSFER COURSEWORK**

Transfer credits will be accepted from vocational-technical schools, colleges, and universities starting from the year that they are accredited or hold candidacy status with the Higher Learning Commission or other similar regionally accrediting body. Transfer credit from other institutions is subject to approval by the Registrar. All transfer credit will be equated to the semester-hour system. Transfer hours are not included in Cowley College grade-point average but are included in the cumulative GPA toward the graduation requirements.

Transfer credits must apply toward the degree pathway at Cowley College and shall be received in the form of an official transcript directly from the awarding institution. When transferring credits, only courses where credits were awarded will be accepted. Students may appeal the acceptance of transfer credit by completing a transfer credit appeal form in the Registrar's office.

Cowley College will accept survey courses in religion from a non-regional accredited institution for a maximum of 6 credit hours. These credits will be counted as credits towards humanities requirements or elective hours toward graduation. Students should be aware that when they transfer to another college or university they may have to validate their course work again.

The coursework from a non-regional accredited institution will not be entered in its entirety on the Cowley College transcript, but only those courses that have been approved will have the notation of credit hour, letter grade, and grade points.

#### **Reverse Transfer**

Students who have not completed the requirements of an associate degree before they transferred from Cowley College to a public or private university may transfer credits back to fulfill their associate degree requirements. Eligible students must have completed at least 45 hours of earned credit from Cowley College, complete a Reverse Transfer Degree Application and provide an official transcript direct from the university. All student accounts must be in good standing. Upon evaluation of the academic records for degree completion the associate degree will be conferred based upon a satisfactory evaluation. The conferral of the degree will be made at the next conferral opportunity in the fall, spring, or summer.

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