

## **Transfer Credit Document:**

Transfer credit will be given for courses taken at an accredited college in which the grade earned was a "C-" or better.

This statement is qualified as follows:

1. Transfer of course credit earned ten or more years prior will be accepted in the same manner as all other requests, except where the Department has designated otherwise. In those instances when transfer credit is not awarded, the student may submit his/her previous work as evidence in support of an application for "Credit by Examination or Life Experience" or course waiver providing it is not contrary to existing College Policies and Procedures. In addition, the College reserves the right to require assessment and mandate appropriate placement into courses considered essential for satisfactory academic progress.
2. If the student has completed a two-semester introductory course in which the material is additive and has received a "D" and "C" (in that order), he/she may be given "course credit" for the first semester, graduation credit for the second semester, and will not have to repeat the sequence. This option will not apply in those disciplines when the course is required by a discipline to be completed at a "C-" or better.
3. Credit will be awarded for religion and philosophy courses given at a sectarian college when the catalogue indicates that the courses were not given as dogma.
4. Credit will be awarded for courses from an accredited college in which the grade earned was "C-" or better, whether or not similar courses are offered at Community College of Philadelphia. These courses may satisfy both distribution and graduation requirements. Grades of "C-" or better earned at institutions accredited by organizations other than Regional accrediting bodies will not be considered for credit or as a prerequisite of a subsequent course at Community College of Philadelphia. A student must still complete his or her full complement of credits and the total quantitative requirements for graduation. However, previous work may be submitted as evidence in support of an application for "Credit by Examination or Life Experience" or course waiver providing it is not contrary to existing College Policies and Procedures.
5. If a student has completed work in a highly specialized curriculum in which there were courses directly related but not parallel to those offered at Community College of Philadelphia, the appropriate discipline will be consulted in the evaluation process. Should transfer credit not be awarded, the student may submit his/her previous work as evidence in support of an application for "Credit by Examination or Life Experience".
6. If a student has taken a two-credit course at an accredited college, credit will be awarded as follows:
  - a. If two semesters of a two-semester course or sequence are completed, the student will receive four (4) transfer credits but must complete the second semester of the Community College of Philadelphia course or sequence for which he/she will be awarded full CCP credit.

- b. If a one-semester, or one semester of a two-semester course is taken, the student will receive the two (2) transfer credits which may, with the appropriate discipline approval, satisfy a course prerequisite, but he/she will have to make up the one (1) credit, quantitatively, in another course.
- 7. If a student seeks transfer credit for work completed under the quarter system, credit will be awarded as follows:
  - a. A one-year course of nine (9) quarter hours (normally three (3) quarter hours in each of three successive quarters) equals six (6) semester hours.
  - b. A two-quarter course of six (6) quarter hours (normally two (2) 3-quarter hours in each of two successive quarters) equals four (4) semester hours and will be treated as two two-credit courses in #6 above.
  - c. A one-quarter course of three (3) quarter hours (or 3-quarter hours in a single quarter) equals two (2) semester hours and will be treated as one two-credit course in #6 above.