

02-24-00 Evaluation of Transfer Credit Policy

PURPOSE

The purpose of this policy is to outline a process by which academic credit not originating from the institution is evaluated, awarded and accepted to ensure academic quality and to affirm that students have achieved the knowledge, skills, and experiences comparable to those attained by students who have completed the institution's own courses.

DEFINITIONS

- **Transfer Credit.** Academic credit for coursework completed at previously attended colleges and universities.

POLICY/GUIDELINE

Nashville State ensures that academic credit recorded on a student transcript that is transferred in from other colleges and universities is approved with oversight by persons academically qualified to make the necessary judgements and that the credit awarded is comparable to a designed credit experience that is consistent with the institution's mission.

Transfer credit will be posted on a Nashville State transcript when the following standards are met:

1. The student must be fully admitted to, and enrolled in, Nashville State.
2. All previous official college or university transcripts are submitted to and processed by Admissions.
3. Upon completion, Admissions forwards the transcripts to the Records Office for initial transfer evaluation.
4. Courses that have been evaluated previously by persons academically qualified to review academic content are recorded in a transfer credit inventory. Any course credit that has been previously evaluated will be posted to the student's academic record.
5. Courses that have not been evaluated previously are added to the academic record as generic "1999" credit pending review.
6. All transfer credit from prior colleges and universities will be added to the academic record.
7. For courses that are not in our transfer credit inventory and that potentially apply to a course required in the student plan of study, course descriptions are sought via College Source online by the Office of Records. If course descriptions cannot be found, a letter is sent to the student

requesting that they request course descriptions from their college/university and provide those to the Office of Records.

8. For International transcripts not printed in English, an English translation is required. If translations for course descriptions are not available, then general elective credit may be applied to the student account.
9. Once course descriptions are received, they are submitted to the respective Academic Dean. The Academic Dean will work with the appropriate faculty, as needed, to ensure academic comparability to existing Nashville State credit courses.
10. Information regarding academic comparability is provided by the Academic Dean to the Records Office for addition to the transfer credit inventory and the student academic record.
11. Upon completion, students receive notification through Nashville State email that a transfer evaluation summary of their transcripts is available in their myNSCC account.

SOURCES

- SACSCOC Standard 10.8

Approved by NSCC Cabinet 3/24/25