POLICIES & PROCEDURES

Title: Transfer Credit
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Department: Enrollment Services

Purpose

LDCC accepts transfer credit from traditional and non-traditional sources in accordance with Louisiana Community & Technical Colleges System (LCTCS) Policy #1.017.

Scope

All Louisiana Delta Community College students and prospective students.

Policy

Louisiana Delta Community College (LDCC) accepts transfer credit-if the coursework meets the established requirements for course description, syllabus, and instructor credentials. Transfer credit for courses taken at other institutions by students enrolled in a degree or certificate program will be accepted at the discretion of the Registrar.

Official transcripts received from regionally accredited institutions of higher education are recorded on the student's permanent record. The Registrar's Office will compute the grade point average in the same manner as is done for a LDCC student. All credits earned at regionally accredited schools are accepted in as transfer credit; however, not all credits earned may be applied toward a particular degree or certificate. Acceptance of transfer credits to meet degree/certificate program requirements will be governed by the following guidelines:

- Acceptance of courses more than 10 years old to meet degree requirements is determined by the Registrar.
- Acceptance of courses that are not equivalent to courses taught at LDCC is determined by the Registrar.
- Grades for transferred courses will be interpreted according to the LDCC grading scale and will be recorded as follows:
    - Plus (+) or minus (-) symbols will be disregarded.
    - Grades of Pass, Credit and Satisfactory will be treated alike and count in hours attempted and earned only.

- o Failing grades including WF will count as hours attempted, quality hours, quality points and will impact GPA
- o A grade of "N" will count in attempted hours only.
- o Incomplete ("I") grades will be calculated as "F".
- o Quarter hours will be converted to semester hours by multiplying the quarter hours by two-thirds.
- Only those courses in which a grade of "C" or higher has been earned will be used to fulfill degree requirements.
- Students are not required to provide transcripts from previously attended institutions. If a student wants to use their previously earned coursework toward placement or degree completion, they must request an official transcript to be sent to LDCC.
- Official transcripts must be received by the Registrar's Office within 30 days from the beginning of the start of a transfer student's first term of attendance.
- Transcripts for degree seeking students will be evaluated and articulated by the Registrar's Office.
- A grade of "C" or better is required to meet pre-requisite or program requirements.
- The Louisiana Board of Regents for Higher Education Student Transfer Guide for General Education Articulation Matrix will be used to determine course equivalencies for the general education courses from all Louisiana public colleges and universities, as well as individual transfer guides from institutions with which LDCC has entered into transfer agreements.
- Transfer credits from non-regionally accredited institutions are not generally accepted at LDCC. A request for a review of this type of credit may be made to the Registrar.

Lifespan of Coursework

LDCC is interested in moving its students toward the successful completion of their associate degree or certificate regardless of when or where they began their college program, or what courses they have taken to support their degree progress. Previous college coursework will be transferred to LDCC for purposes of establishing grade point average credential completion.

Correspondence Courses

LDCC does not offer correspondence courses. Current students who wish to use credit from correspondence courses taken through other accredited institutions to meet degree or certificate requirements must receive permission from the Registrar prior to registering for the correspondence course.