

TRANSFER AND ARTICULATION

ADMINISTRATIVE RULE NUMBER: D006

LAST APPROVED: December 2, 2008, May 07, 2013, December 15, 2015, May 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

TRANSFERRING TBCC CREDIT: D006.1

Lower division credits may be transferred to most colleges throughout the United States. Lower division students may transfer up to 108 credit hours to schools in the Oregon public universities. Even though “D” grades are passing for TBCC graduation requirements, many schools will not accept credits for which a “D” has been earned. This is especially true if the course is in the students’ major field. “P” credits may also be limited by transfer institutions, or recalculated for GPA purposes upon transfer. Students planning to transfer credits to another institution are encouraged to work closely with their advisor in planning a transfer program that works for the school they wish to transfer to. Students should always contact the college or university to which they will transfer to acquire acceptance in planning appropriate classes for their program. Failure to do so may cost a student valuable time and money.

TRANSFERRING CREDITS TO TBCC: D006.2

Credits from other institutions may be accepted toward degree requirements at TBCC if they were completed at a regionally accredited college or university.

For credit students, the college evaluates coursework for all lower division courses from regionally accredited institutions where grades of “A”, “B”, “C”, or “P/S” (Pass/Satisfactory) were earned. “P/S” grades are only transferable if the transferring institution awarded that grade for a “C” or higher. If a “D” was considered “P/S” it is not transferable. If the student is uncertain what constitutes lower division course work they should be referred to the appropriate section of the catalog. Transfer GPA is not included in overall GPA on TBCC transcripts.

To request an evaluation of transfer credits, the student should complete and submit the Transfer Credit Evaluation Request form, only after they have requested official transcripts from all schools where they have transfer coursework; the evaluation cannot be completed until the college has received all transcripts. Transfer evaluations may take up to 1 month to complete depending upon the volume of requests.

All transcripts received by the Student Service Office become the property of TBCC. Student Services will not provide copies of transcripts from other institutions to the

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student or any other party. The Student Services office is responsible for determining acceptance of transfer work to meet college requirements. Students should plan to meet with an academic advisor to review program requirements and see how their transfer credits have been applied.

In order to receive credit towards a TBCC certificate or degree, it is the responsibility of each student with transcripts (credits) from international schools to have them translated (if necessary) and evaluated course by course by a service that is a member of the National Association of Credential Evaluation Services. Further information can be found at www.naces.org by clicking on "Current Members" for a full list of service providers.