



## ADMISSION POLICIES AND PROCEDURES

### Transfer Students

An applicant who has been enrolled or is currently enrolled at another college or university is considered to be a transfer student. Transfer students may be admitted under one of the following conditions:

- Regular Admission – The student has been found to be in good standing upon receipt of all required transcripts
- Provisional Admission – Until all transcripts have been received, students will be provisionally admitted. Provisionally admitted students will not be eligible to receive federal financial aid
- Probation – The student does not meet the criteria for good standing

NOTE: Failure to acknowledge previous attendance at any college or university may result in immediate dismissal.

A student applying for admission as a transfer student must:

- Complete and submit an application for admission
- Provide an OFFICIAL transcript from EACH institution previously attended if planning to pursue a degree at SLCC or another institution. *An official transcript is one mailed or forwarded electronically through a recognized vendor (i.e. eScript) by the previous institution directly to the Office of Admissions at South Louisiana Community College.* Official transcripts must be provided regardless of whether credit was earned. If all applicable transcripts have not been received by the date of registration, the degree-seeking transfer student may be admitted provisionally; however, transcripts must be received within 30 calendar days
- Take the SLCC Placement Test or submit ACT scores if credit for three hours of freshman English Composition and College Algebra have not been earned
- Submit updated immunization record if born after 12/31/56

### Re-entry-Transfer Students

A degree seeking re-entry-transfer student is a former SLCC student who has attended one or more regular terms at another institution before returning to SLCC. This student must meet all conditions for admission as first-time transfer students. In addition, this student must:

- Submit a new application for admission
- Have transcript sent to the Lafayette campus of SLCC for all credits earned from regionally accredited institutions since the last semester of enrollment at SLCC. These credits along with credits previously earned at SLCC will be evaluated to determine the student's academic status at re-entry and the student's status in the academic program chosen. Failure to submit transcripts for all credits earned may result in dismissal and/or forfeiture of credits earned at SLCC should subsequent evaluation reveal ineligibility to enroll at SLCC

### Transfer Students on Academic Suspension (Non-Degree category only)

A student who is suspended for the first time at the end of the Spring semester from any institution within the Louisiana Community and Technical College System (LCTCS) **OR** the University of Louisiana System (ULS) may attend the summer session at SLCC without appeal. The student will be admitted on academic probation and may take a maximum of seven hours. All college-level credits earned during this session may apply toward a degree at SLCC and at the suspending institution.

A student who is suspended for the first time at the end of the Fall semester from any institution within the LCTCS or UL System may appeal for admission to SLCC after obtaining approval to appeal from a college official at the suspending institution. Students should consult the Registrar to obtain guidelines for the SLCC appeal process.

Credits earned in developmental courses during this period will be applied to SLCC developmental course requirements and **may** be used to satisfy developmental course requirements of the suspending institution. (It is the student's responsibility to obtain determination if the school from which suspension occurred will accept any developmental course credits earned at SLCC toward completion of developmental courses needed at the suspending institution.) If enrollment in college-level courses is allowed, credits earned in these courses during this period may or may not be accepted toward a degree. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension. Therefore, all students on suspension should confer with the institution of intended transfer prior to enrolling at SLCC to determine that institution's specific college regulations.

### Evaluation of Transfer Credits for Degree Seeking Students

Transfer credits from all regionally accredited institutions of higher education for degree seeking students are recorded on the student's permanent academic records. Equivalencies in developmental courses are used for placement if the student earned at least a grade of "C" in each course. The acceptance of transfer credits to meet degree program requirements will be governed by the following guidelines:

- The Admissions/Registrar's Office evaluates and reviews official transcripts to determine whether the credits earned were earned at an accredited institution and determine which credits are acceptable to the College. This evaluation is completed no later than the end of the first semester of enrollment at SLCC.
- However, the appropriate academic dean determines which of these credits may be applied to a particular associate degree.
- The acceptance of courses taken more than ten years before a student transfers to South Louisiana Community College is determined by the appropriate department; validation through testing may be required.
- The acceptance of courses that are not equivalent to courses taught at South Louisiana Community College is determined by the appropriate academic dean.
- Transfer credits earned through non-traditional sources may be accepted as those applied to non-transfer SLCC students.
- A grade of "C" or better is required in courses within the student's major.
- A grade of "C" or better is required for any course that satisfies a prerequisite.
- A grade of "C" or better is required for any course that is substituted for Math 1100, English 1010, English 1020, Reading 0091, or Reading 0092.
- The minimum grade accepted for transfer credit for courses other than those mentioned above will be determined by the South Louisiana Community College graduation requirements for the student's major.
- One exception will be made: A student has earned credit in a two-course sequence but earned a "D" in the first one and a "C" or better in the second one. Both of these courses may be accepted for transfer credit but the student may be required to validate the first course with an examination.
- Grades for transferred courses will be interpreted according to the South Louisiana Community College grading scale and will be recorded as follows:
  - a. Grades of W, WA, WB, WC, WD, and WP will not be recorded.
  - b. Plus (+) or minus (-) symbols will be disregarded.
  - c. Grades of Pass, Credit, and Satisfactory will be treated alike.
  - d. Pass, Credit, and Satisfactory will count only in hours earned.
  - e. Failing grades, including WF, will count as quality hours attempted.
  - f. Grades in developmental courses are treated the same as other courses.
  - g. Grades of NC (no credit) will not be recorded.
  - h. Incomplete (I) grades will be treated as if earned at South Louisiana Community College.
- If the transfer work was earned in quarter hours, the credits will be converted to semester hours. (The number of quarter hours times 2/3 equals the number of semester hours.)
- Credits in courses from foreign countries and universities may be accepted based on an interpretation of the credits by the Director of Admissions/Registrar.

Inquiries about the use of transfer credits to meet degree requirements should be directed to the

appropriate academic dean. Requests for appeal of a decision rendered by the dean should be directed to the Vice Chancellor of Academic and Student Affairs.

Transfer students are reminded that at least 25 percent of courses required for a degree must be completed at SLCC.

#### Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Courses taken at institutions that are not accredited by regional associations are generally not accepted at South Louisiana Community College. However, these credits will be evaluated on the basis of the recommendations contained in the current issue of Transfer Credit Practices of Selected Educational Institutions, published by the American Association of Collegiate Registrars and Admissions Officers. A copy of this document is available for inspection in the Admissions/Registrar's Office.

The student may also pursue one of the following avenues to gain acceptance of course work from schools not regionally accredited.

- Use course work as a basis for permission to take credit examinations; or
- Establish that another regionally accredited institution has accepted the courses in question.