


PROCEDURE MANUAL

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		Last Revision Date: 12/15/14	
		Effective Date: 08/01	
Section		Subject	Title Transfer Credit

Delta Transfer Credit Policy. Delta accepts transfer credit from traditional sources, and non-traditional sources if the course 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 Dean/Division Chair.

Credits transferred from regionally accredited institutions of higher education are recorded on the student's permanent academic record. Delta will compute the grade point average in the same manner as is done for a Delta student. All credits earned at regionally accredited schools are accepted in transfer; 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 appropriate Division Chair in conjunction with the Academic Advisor
- Acceptance of courses that are not equivalent to courses taught at Delta is determined by the appropriate Division Chair in conjunction with the Academic Advisor
- Grades for transferred courses will be interpreted according to the Delta 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.
 - Failing grades including WF will count as hours attempted, quality hours, quality points and will impact GPA
 - A grade of “N” will count in attempted hours only.
 - Incomplete (“I”) grades will be calculated as “F”.
 - Quarter hours will be converted to semester hours by multiplying the quarter hours by two-thirds.
- Only those courses in which the grade of “C” or higher has been earned will be used to fulfill degree requirements.
- Transcripts for degree seeking students will be evaluated during the first semester at Delta by the Division Chair in conjunction with the Academic Advisor.

- A grade of "C" or better is required to meet pre-requisite or program requirements. In the case of a repeat course, the last course attempted will be the course considered for transfer, and the last grade earned will be used for computing the grade point average.
- 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 Delta has entered into transfer agreements.
- Transfer credits from non-regionally accredited institutions are not generally accepted at Delta. A request for a review of this type credit may be made to the appropriate Academic Dean.