

**STUDENT SERVICES
OPERATIONS MANUAL**

Title: Non-Regionally Accredited Institution Transfer Credit	Page: 1 of 1
	Effective Date: January 13, 2003
	HCC Rule:
	HCC Procedure:
Approval Signature(s):	
<i>Camela M. Neglar</i> Director of Student Services	1/13/03 Date
<i>James Griffin</i> Director of Associate in Arts Programs	1/13/03 Date
<i>Richard Harrison Coley</i> Vice President of Education and Student Development	3/26/03 Date

1. CONDITIONS

Course work from non-regionally accredited schools will be considered for transfer. The following conditions must be met:

- A. Non-regionally accredited schools that participated in the State Common Course Numbering System:
 - i. Each institution has submitted their applicable courses for state approval, and a state-approved list of courses has been established. Course work not on the approved list will not be considered for transfer.
 - ii. Transcripts with course work prior to the initial effective date of the original agreement will be reviewed following the process for any non-regionally accredited institution's transcript.
- B. All other non-regionally accredited institutions: Course work from all other non-regionally accredited institutions will be considered for transfer based on the course syllabus, course objectives, level of instruction and qualifications of instructors.
- C. No course work will be considered for transfer from any non-regionally accredited institution unless the instructors' qualifications were attained at regionally accredited institutions.

2. PROCESS

- A. The student will be notified, by mail, of the appropriate steps to follow for transcript review when the transcript is received in the transcript office.
- B. The student is responsible for submitting the requested information to a counselor.
- C. The counselor and an academic dean will review the information and complete the Non-Regionally Accredited Institution Course Evaluation Form.
- D. The recommendations and all related materials will be sent to the district academic director for approval.
- E. Upon approval, the director will forward the results to the transcript office to place in the student's permanent record.
- F. Students will be informed, by mail, of the decision.