



Transfer of Credit Policy

Transfer Credit Evaluation

Prior to evaluating transfer credits, students must submit a completed Application for Admission. The evaluation will be completed when all official transcripts have been received by the Registrar's office. A transcript is official if it is sent directly from the sending institution to G4HCC. A transcript may be hand delivered to G4HCC only if it is sealed in an official envelope from the sending institution. No other transcripts will be accepted.

Transcripts are evaluated based on the semester/year the student plans to start and the order in which they are received. All official transcripts from other colleges must be received by the end of the student's first semester here at G4HCC.

All credits are subject to approval by the Registrar's office based on credit equivalency, applicability to the degree or certificate, and the transfer institution's accreditation. The College reserves the right to accept or reject credits earned at other institutions. Applicants whose cumulative grade point average is lower than a 2.5 will have their academic record reviewed more comprehensively to determine admission eligibility.

In general, it is College policy to accept credits transferred from regionally accredited institutions, provided the credit is essentially equivalent in academic level and content to courses offered at G4HCC. Credits earned at institutions during their candidacy for accreditation by a regional accrediting association are accepted if accreditation was granted three years subsequent to the candidacy. Transfer students coming from institutions which are not accredited will be evaluated on a case-by-case basis.

Transfer courses accepted by the Registrar are recorded in the Populi system but G4HCC's official transcript will show only the name of the transfer institution, credits earned, and GPA.

Transfer students must complete a majority of their coursework at G4HCC in order to be awarded the Associate of Arts degree. A maximum of 30 semester transfer credits may be counted towards degree completion. A maximum of 45 quarter credits (30 semester credits after conversion) may be counted towards degree completion.

Quarter credits and semester credits are not the same due to the shorter length of the quarter system. Quarter credits are converted to semester credits by dividing the number of quarter credits per course by 1.5. Example: 3 quarter credits \div 1.5 = 2 semester credits; 5 quarter credits \div 1.5 = 3.3 semester credits; 180 quarter credits are equal to 120 semester credits (180 \div 1.5 = 120).