

RICHARD BLAND COLLEGE PROCEDURES FOR TRANSFER CREDIT EVALUATION

Transfer Students Admitted or Readmitted

After the RBC Admissions Office admits or readmits a student who has previously attended another institution, the student's folder is sent to the RBC Registrar's Office to have the transfer credits evaluated for acceptance to Richard Bland College and applied to the Associate Degree. Students may also include grades or test score reports from the College Level Examination Program (CLEP), Advanced Placement (AP), and the American Council on Education (ACE).

Currently Enrolled Students

Currently enrolled students who wish to enroll in one or more courses at another college or university must obtain advance credit transfer approval by completing the "Request for Permission to Take Courses for Transfer Credit Form" available from the Office of the Provost or on the Registrar's page of the College Website (www.rbc.edu). After completing the course(s), it is the student's responsibility to request an official transcript be sent to the RBC Registrar's Office for evaluation.

Tools Used to Evaluate Transfer Credits

- Course Articulation Tables in the Transfer Guide
- Course descriptions in catalogs from other colleges
- List of CLEP subject examinations posted in the RBC Catalog
- Recommended equivalents from the American Council on Education (ACE)
- Recommended equivalents from the College Entrance Examination Board regarding Advanced Placement Tests (A) and evidence from high school transcripts that the student completed two semesters in the subject related to the AP Test

Occasionally a transfer course appears to be acceptable, but it is unclear as to its RBC equivalent. The transfer course description is forwarded to a faculty member who teaches in the discipline to be evaluated. The faculty member responds in writing to the Registrar's Office regarding the course's equivalency.

General Policies

The "Evaluation of Transfer Credits Form" is prepared by the Associate Registrar and signed by the Registrar. Transfer credits are entered into the student's electronic academic record and an updated RBC transcript is prepared. A copy of the completed "Evaluation of Transfer Credits Form" is mailed to the student along with a copy of the student's updated academic transcript including the credits accepted. The student's folder, with copies of the evaluation and updated RBC transcript, is returned to the Admissions Office.