

KENNEBEC VALLEY COMMUNITY COLLEGE

**Policy #:**  
2.05

**Effective:**  
10/01/07

**Replaces:**  
07/01/97

**TRANSFER CREDIT POLICY**

Transfer credit may be awarded for course work completed at an accredited institution of higher education. A grade of "C" or better achieved in courses that are comparable to ones offered in the student's proposed program at KVCC may be transferred. Grades earned in the transferred course(s) are not computed in the grade point average. It is the student's responsibility to have "Official" transcript(s) forwarded to the College. Transfer of credit cannot be done without "Official" transcript(s).

Any courses taken at KVCC prior to matriculation into a specific program will transfer into the program as long as the course meets the requirements and grade required for that program. This grade is computed in the cumulative grade point average.

A student must earn a minimum of 25 percent of his/her diploma or degree credits in residence. A specific program may require a greater percentage of credits to be earned in residence. When a decision regarding transferability of credits is unacceptable, the student may appeal, in writing, to the Academic Dean.

**AGE OF ACCEPTABLE TRANSFER CREDITS:**

All courses will be considered active and transferable for no more than ten years. These limitations may be subject to review and these limitations may be waived by the Academic Dean upon recommendation by relevant faculty members and additional documentation by the student on a case by case basis.

Students desiring to transfer credits earned at Kennebec Valley Community College to another post-secondary school can expect to be evaluated on an individual basis by that institution. Transfer of credits from KVCC to another school/college rests with the receiving institution.