

# Cox College

## COLLEGE POLICY – Registrar

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**TITLE:** Transfer Credit Limit

**SUBMITTED BY:** Policy and Compliance Council

**APPROVED BY:** Leadership Cabinet, 3/7/2017; Board of Trustees, 3/21/2017

**NEXT REVIEW:** 3/2021

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**PURPOSE:** The purpose of this policy is to establish a transfer credit limit, and outline the rights and responsibility of students and the transfer credit review and appeal process

**POLICY:** Students are required to take last semester credit hours through Cox College. Before the final semester, students are required to provide official transcripts to the Registrar from all institutions from which they wish to transfer credit.

Students with extenuating circumstances may file a request to take last semester credit hours at other regionally accredited institutions. For approval, students must complete, sign, and submit the *Transfer Exception Request Form* to the appropriate Department Chair. If approved, the Chair will forward to the appropriate Dean, and the Dean to the Registrar. The student will be notified of the decision by the Chair.

Students to whom approval has been granted must provide official transcripts to Cox College prior to graduation. Transcripts provided after the anticipated graduation date will not have the degree conferred until the next graduation date.