



ADMINISTRATIVE PROCEDURE

TITLE: Transfer

ADMINISTRATIVE PROCEDURE # 5120

RELATED TO POLICY # 5120 TRANSFER

Each student is responsible for understanding the program requirements at their prospective transfer school and to keep abreast of changes in those requirements. Students should periodically contact the UCC Advising Services department and their intended transfer institution for updates. Careful planning and utilization of campus resources will significantly improve the transfer process.

Transferring UCC Credits to another institution:

Direct Transfer of Credits: When a student opts for direct transfer, UCC courses are evaluated and accepted on a course-by-course basis by the transfer institution. A current articulation agreement can permit for bulk transfer of credits to partner institutions.

Those students desiring to transfer to another institution must meet the admission requirements for their transfer institution. Students should contact their transfer institution's enrollment services office to assist with navigating the enrollment process.

Transferring Credits from another institution to UCC:

Students desiring to transfer credits into UCC should submit official transcripts to the Registration and Records Department for official review. Credit acceptance is dependent upon the discretion of the Director of Registration and Records.

REFERENCES: ORS 350.395 to 350.408

RESPONSIBILITY:

The Director of Registration and Records is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 10/5/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: