TRANSFER CREDIT POLICY

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Students may transfer credit from another college to Roxbury Community College under the following guidelines:

1. RCC requires official transcripts to be sent directly from the institutions where credit was earned for credit to transfer. Transcripts must be sent from an online third party (such as Parchment/Instructure or the National Student Clearinghouse), preferably to the Registrar's Dropbox, or be mailed in a sealed envelope. Transcripts emailed by a student are considered unofficial and will not be accepted for transfer credit.
2. Students must be accepted into RCC before official transcripts are evaluated for transfer credit.
3. For eligible transfer credits, the courses must have been taken at an institution accredited by one of the six regional accreditation agencies in the United States or by a national accreditation agency recognized by the Council for Higher Education Accreditation (CHEA). Consult your college about any special requirements for online courses.
4. Credit earned at international institutions not accredited by one of the six regional United States accreditation agencies may transfer if their credentials are evaluated by CED or WES.
5. Only credit for college-level coursework will transfer. Credit for pre-college-level or developmental coursework does not transfer. However, RCC uses developmental coursework for student placement purposes.
6. Audited coursework does not transfer.
7. Therefore, transfer credit grades are not used in calculating grade or quality point averages.
8. Credit will transfer as (1) the course equivalent at RCC, if it exists, or (2) as an elective equivalent within a comparable department, if it exists.
9. RCC requires a minimum grade of C (2.00 on a 4.00 scale) or higher for courses and credits to transfer.
10. Grades of Pass (P), Satisfactory (S), or similar grades will transfer only when official transcripts indicate that such grades are equivalent to a grade of C or higher. This is usually found on the back of the transcript, which is the Legend.
11. For programs offered on the RCC campus, a maximum of 45 credits for a degree program and 25% for a certificate of the credits required in a program may be transferred in. We require students to complete at least one quarter (25%) of the credits of the first associate degree at that institution to graduate (referred to as the residency requirement). Exceptions to this would be subject to recommendation by the appropriate faculty and approval of the Director/Dean.
12. Credit will be granted for satisfactory scores on Advanced Placement (AP) examinations based on institutions' policies. Official score reports from the College Board are required in order to receive credit for AP. Follow the link for AP scores.
13. Credit will be granted for satisfactory scores on College-Level Examination Program (CLEP) examinations based on institutions' policies. Official score reports from the College Board are required to receive credit for CLEP.
14. Credits earned 10 years prior to enrollment at Roxbury Community College are not accepted for transfer credit for Science and IST courses unless approved by the Vice President of Academic & Student Affairs at Roxbury Community College.

Contact the Registrar's Office at Roxbury Community College for additional details about transferring credit into Roxbury Community College.

Registrar's Office
Administration Building (2), Suite 202
Phone: 857-701-1002 Email: registrars.office@rcc.mass.edu