

TRANSCRIPTS

Transcripts are released only upon a written and signed request by the student. The request must include a written signature and a social security number. A fee of three dollars (\$3) is charged for each copy. A fee of \$3 is charged for an electronic transcript. A fee of ten dollar (\$10) is charged for a facsimile transcript.

TRANSFER CREDIT POLICY

Coahoma Community College has established the following guidelines for evaluating, awarding, and accepting academic transfer credit:

1. Evaluation, acceptance, and application of transfer credit will be based upon receipt of official transcripts from all institutions attended. It is the student's responsibility to provide all official transcripts to the Office of Admissions and Records. Evaluation from international institutions will be considered only when accompanied by an official transcript evaluation from an approved foreign credit evaluation service.
2. The Articulation Agreement between the Mississippi Institutions of Higher Learning and the Mississippi Community College Board contains programs of courses for transfer for community/junior college students who attend Mississippi's eight public universities. In addition to the Articulation Agreement, the Uniform Course Numbering System ensures course alignment among the fifteen community/junior colleges in the state of Mississippi for all college parallel curricula.

Courses listed in the Articulation Agreement and/or the Course Uniform Course Numbering System will automatically transfer within community colleges and/or the state university system. Any prior occupational-specific courses or pre-requisites taken as part of an Associate of Applied Science or certificate program will be evaluated on an individual basis using the guidelines outlined in Number 3 of this section.

3. Courses from regionally accredited institutions will generally be accepted for transfer; however, transfer decisions are not made solely based on an institution's accreditation. Courses must be comparable in course description, nature, content, student learning outcomes, and level and must be appropriate and applicable to the learning experiences required in the declared program of study. Transcript evaluations are conducted by the Registrar and the department chair/and or program coordinator to determine the equivalency of the transfer credits to corresponding courses at Coahoma Community College.
4. Courses accepted for transfer must have a grade of at least "C". Grades earned for transfer courses will be used to calculate cumulative grade point average.
5. Transfer students must complete 25% of coursework at Coahoma Community College.

APPEAL OF AN ACADEMIC TRANSFER DECISION

Students who wish to appeal an academic transfer decision may do so by using the College's Academic Grievance Policy. When making an appeal, students must be prepared to provide supporting documentation (e.g., a course syllabus, course description from the college catalog, examples of work from the transferring institution, etc).