## Transfer of Credit (Procedure)

- 1. The student arranges for an official transcript to be sent to the Registrar of Oglala Lakota College.
- 2. The transcripts are evaluated every Monday at the Department Chair meetings.
- 3. The Department Chairs evaluates the transcript based upon the requirements of the students' chosen degree program. Professional courses will be evaluated by the appropriate chairperson. If there are problematical courses, the Department Chair will consult with the appropriate Instructor.
- 4. The Department chairperson will forward the transfer evaluation form and the transcript to the Registrar for filing and recording on an Oglala Lakota College transcript. A copy will be forwarded to the appropriate district for inclusion in the student file.

## **General Guidelines**

- 1. Courses which may be acceptable only as free or distribution electives but do not coincide with Oglala Lakota College courses will be transferred up to the number of credits of free electives permitted in a degree program.
- 2. Students may transfer up to 45 credits to Oglala Lakota College for an Associate of Arts and 90 credits toward a Bachelor's Degree. (Present policy requires an A.A. or a B.A. student to take 24 credits at Oglala Lakota College.)
- 3. It will take approximately three weeks for the transcripts to be evaluated.