Office of the Registrar: Information for Incoming Students
Indian Hills Community College

Academic Renewal

Students who are returning to Indian Hills to pursue a degree or diploma after an extended absence may request permission to remove one of their entire academic terms from future degree and GPA considerations.

Eligibility: To be eligible for academic renewal consideration, students must be currently enrolled at Indian Hills Community College.

Academic Renewal is based on the following conditions:

1. Renewal may be applied only to one academic term.
2. ALL courses and credits that were taken during the chosen term will be removed from consideration for GPA and degree requirements. Students MAY NOT combine courses from multiple terms to comprise the term dropped.
3. If the student has been previously awarded a degree or diploma, the chosen term MUST be after the term in which the degree or diploma was awarded.
4. All courses for the chosen term will remain on the student’s academic record. Grades for those courses will be changed to the letter “O.”
5. A student may be granted only one academic renewal.
6. All other IHCC academic rules, policies, and requirements apply.

Procedure

Students should begin the process by discussing their desire to pursue academic renewal with an academic advisor or the department chair of the program in which they are currently enrolled.

Students must submit an Administrative Appeal Form to the Office of the Registrar.

Transferring Credits from Another College

Indian Hills accepts credits from other regionally-accredited, post-secondary institutions and will apply these credits, when appropriate, toward requirements of the program in which the student is enrolled.

- Acceptance of credit by Indian Hills does not guarantee acceptance at other colleges.
- Indian Hills does not accept courses for transfer credit in which a grade of “D” or less (or equivalent) was earned.
- Courses will be evaluated by the Registrar for final determination as to transferability of credit.

Note: Your transcript is evaluated based on the program you plan to enter at IHCC. In some instances, this means that not all your credits are applicable to that program. For example: If you have taken 20
credits at another school and now want to enter an IHCC Nursing Program, not all 20 credits necessarily apply to the requirements of our Nursing Programs.

**Students transferring from a technical education program to the Arts and Sciences Program:**
You may transfer up to 16 semester hours of technical education credit. These credits will be applied toward the elective requirements for the student’s particular major. (Technical education credit recommended for transfer is identified with a “V” as the last digit of the catalog number.)

Refer to your unofficial transcript on WebAdvisor to find out how your credits transfer. Arts and Sciences transfer credit earned by students in international programs will have their credits processed in accordance with the IHCC International Student Policy.

**Important:** Transcripts MUST be sent by the other college to IHCC. Transcripts CANNOT be accepted if they are sent by the student.

**Contact**

For more information regarding any of these issues, please contact the Office of the Registrar:

**phone:** (641) 683-5262 or (800) 726-2585, ext. 5262  
**email:** registrar@indianhills.edu