

Credit Exchange Policy

Last Updated: 7/2025



The Credit Exchange Policy is intended to assist students who are in jeopardy of failing a course. Credit Exchange is an opportunity to exchange courses in order to improve the skills that are necessary to successfully complete transfer or technical credit classes.

Credit Exchange Policy for Fall, Winter, and Spring Terms:

From the 9th day (class meeting day) of the term up to and including the 28th day (class meeting day) of the term, students can withdraw from transfer or technical credit classes and enroll in developmental education classes with no additional tuition charges, if they are making an even exchange of credits. Students must enroll for the same number of developmental credits as the transfer/technical credits they are dropping in order to incur no additional tuition charges. (Example: 3 credit transfer/technical class exchanged for developmental courses equaling 3 credits)

A max of 6 credit hours per term may be exchanged at no additional charge. Developmental credits that are in addition to the six credits being exchanged will be charged at the regular tuition rate.

Procedures for Credit Exchange

Student Responsibility

- Students wanting to do Credit Exchange will go to the Academic Success Center. Students should bring a copy of their schedule.
- Students will work with Academic Success Center faculty to select appropriate developmental courses for Credit Exchange.
- Students who add Academic Success Center credits in excess of the six credits they are exchanging will be financially responsible for each additional credit at the regular credit hour rate and will need to make arrangements for payment with the Business Office and/or the Financial Aid Office.

Academic Success Center Responsibility

- Academic Success Center faculty will advise students and recommend the appropriate developmental courses to replace the courses the student is dropping.
- Academic Success Center faculty will complete an add/drop form for the Credit Exchange courses, listing the courses to be dropped and the developmental courses that are to be added. If students are adding developmental courses in addition to those that are being exchanged, the faculty member will complete a separate registration for the additional courses.
- The Academic Success Center will immediately send the add/drop form(s) to Enrollment Services.
- As soon as the add/drop form is processed (which may involve a 2-3 business day turn-around time), students will be able to access MyHILLS for their developmental course.

Credit Exchange Policy

Indian Hills Community College

It is the policy of Indian Hills Community College not to discriminate in its programs, activities, or employment on the basis of race, color, national origin, sex, disability, age, sexual orientation, creed, religion, and actual or potential family, parental or marital status.

If you have questions or complaints related to compliance with this policy, please contact Associate Dean, Student Development, 525 Grandview Ave, Ottumwa, IA 52501, (641) 683-5155, equity@indianhills.edu (students, faculty and staff); Executive Dean, Centerville Campus and Academic Services, (641) 683-5181, disabilityservices@indianhills.edu (students with disabilities); or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-35821, Telephone: (303) 844-5695, FAX: (303) 844-4303, TDD: 800-877-8339, Email: ocr.denver@ed.gov.