



College of The Albemarle Procedure

Procedure Number: 5.1.2.1

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Title: Acceptance of Transfer Students/Credits

Related Policy: 5.1.2 Acceptance of Transfer Students/Credits; 5.2.9 Credits for Prior Learning

Division of Responsibility: Student Success and Enrollment Management

The following procedures provide guidelines for the acceptance of transfer students and credit.

- I. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.
- II. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of transfer credit allowed to be applied to the student's program of study is seventy-five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

- a. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
- b. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
- c. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
- d. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
- e. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Once a course is approved for transfer from a particular school, the course will be entered in



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the College's approved student information system. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and academic dean(s).

- III. The responsibility for determining transfer credit from other colleges and universities rests with the registrar. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and academic dean(s), whose decision will be final. In such cases, the registrar's office will maintain an electronic copy of the decision in the student's academic file. Time limits may be imposed in certain situations, such as for business and computer courses. The registrar's office will maintain a list of courses that have time limits for transfer.
- IV. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:
 - a. The student must complete an application for admission and provide an official high school transcript and an official transcript from any other postsecondary institution. Upon receipt of all official transcripts from institutions previously attended, the registrar's office will evaluate courses completed and apply credit toward courses being pursued at the College.
 - b. The Registrar's Office evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and academic dean(s), as applicable.
 - c. The student is given a placement test(s), if applicable.
 - d. The student continues with the registration procedure.
 - e. International students are required to have foreign university transcripts evaluated by an approved evaluator. Approved agencies are agencies that are members of the National Association of Credential Evaluation Service (NACES).

To review additional opportunities for awarding credits for prior learning, see the Policy 5.2.9 Credits for Prior Learning.

June 13, 2023

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N/A

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision