

# TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

<b>TITLE:</b> Transfer of Academic Credit	<b>NUMBER:</b> 10-22AP:
<b>AUTHORITY:</b> Florida Statute: Florida Administrative Code:	<b>SEE ALSO:</b> <ul style="list-style-type: none"><li>• <a href="#">Board Policy 10-22: Transfer of Academic Credit</a></li></ul>
<b>UPDATED:</b> 02/27/14	

This written procedure defines the process for accepting transfer credit as defined in [Board Policy 10-22](#).

The Provost, working with the Academic Planning Committee, has institutional authority over all procedures for transfer of credit, and the Registrar of the College has the authority to enact these procedures. These procedures are reviewed on a regular basis by the Provost and the Academic Planning Committee.

## **A. Florida's Statewide Course Numbering System**

See the TCC Catalog for a full description of the Florida Statewide Course Numbering System (SCNS). Equivalent courses at Florida public post-secondary institutions and certain other participating colleges are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course; other courses may also be transferable, subject to provisions detailed in the [Florida Statewide Articulation Manual](#).

## **B. Transfer from Accredited Institutions Review Process**

Courses that are not offered at TCC but transfer from accredited institutions are subject to review and require the following:

- An official transcript must be provided to show satisfactory completion of the transfer course.

- The student must provide a course syllabus to the appropriate Academic Dean, who will enlist a faculty content expert, the reviewer, to evaluate the equivalency.
  - If a course syllabus cannot be provided, an official catalog description may be sufficient.
- The reviewer will use the provided materials to determine course equivalency.
- If the provided materials do not sufficiently document the transfer course, the reviewer may ask for additional materials such as learning outcomes, assessment measures and sample student work.
- The reviewer will complete the evaluation and provide materials supporting his/her decision to the Dean.
- The Dean shall forward all materials to the Provost. Materials will be maintained in the Provost's office (electronically).
- The Provost will review the documentation and either post the results (Form B) or return the materials to the department for further information/consideration.
- Once the process is complete (final acceptance by the Provost), the Provost will post the course on the Academic Planning Committee website and will forward the decision to the Registrar for action and notification to the student.

### **C. Transfer from Non-Accredited Institutions**

Courses from non-accredited institutions will follow the above review process, but students will also be required to provide the following additional materials:

- documentation of level, content, quality, comparability, and degree program relevance of the course

### **D. Credit for Academic Work Completed at a Non-U.S. Institution**

International students must provide an official or certified copy of all postsecondary transcripts and other examination results.

- All academic records must be issued in the native language and be accompanied by a certified English translation.

Students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that a member of the National Association of Credential Evaluation Services ([www.naces.org](http://www.naces.org)) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers ([www.aacrao.org](http://www.aacrao.org)).

Examples of such agencies include World Education Services ([www.wes.org](http://www.wes.org)) and Josef Silney & Associates ([www.jsilney.com](http://www.jsilney.com)).

Any costs associated with the evaluation are the student's responsibility. All evaluations must be in English.

If needed, the Registrar will forward the evaluation document to the appropriate academic department for course equivalency determination. In order to evaluate credit, additional documents may be required for the review process as described above. The reviewer will complete the evaluation and follow the same steps as outlined above.

### **E. Credit by Examination**

- The registrar is authorized to award credit based on the determinations made by the Florida Department of Education Articulation Coordinating Committee.

Credit by examination may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of "C" or higher has been earned..

### **F. Institutional Exemption by Exam**

Students are able to earn credit for some courses by taking an exemption exam.

- The list of institution exemption exams and course equivalencies is maintained in the Provost's office.
- Exemption examinations are available in the TCC Testing Center; students must schedule an appointment to take the exam(s).
- A fee is charged for these examinations.

### **G. Credit by PSAV(Clock Hour) Certificate**

Students who earn a PSAV certificate in certain disciplines may receive college credit towards an Associate of Science degree program of study. TCC recognizes a number of agreements, and each agreement outlines the exact requirements for earning credit. Exemption credit will be awarded only after successful completion of nine (9) credit hours of coursework in the specific AS degree program at TCC.

The student should contact the Dean of the division in which credit is to be awarded to request the appropriate paperwork for awarding this credit. A list of credit awarded is maintained in the Provost's office.

## **H. Exemption Credit for Industry Credentials (Gold Standard Career Pathways)**

The State Board of Education has approved Gold Standard Career Pathways Articulation Agreements for earned industry certifications that allow students block credit. The College awards block credit for the certifications if the degree is offered at the College and the student meets the requirements identified in the Gold Standard Career Pathway.

A list of credentials and credit awarded is maintained in the Provost's office.

The Registrar is authorized to transcript credit as identified on the master list.

## **I. Local Articulation Agreements**

The College has also entered into articulation agreements with area high schools in TCC's three county district (Gadsden, Leon, Wakulla), and has approved certain certifications for course credit equivalency. This information is maintained in the Provost's office.

The registrar is authorized to transcript credit as identified on the master list.

## **J. Experiential Credit**

Students are required to complete a request for an evaluation of non-college learning. Once the request is submitted to the Dean for Curriculum, the student will self-enroll in a Prior Learning Portfolio Development course that is offered through the Council for Adult and Experiential Learning (CAEL). At the completion of the course, the student will submit the portfolio to CAEL for faculty evaluation. CAEL will then issue a National College Credit Recommendation Service Learning Counts transcript. The course recommendation will include lower or higher semester credit equivalencies, the name of the course for which the student should receive credit, and a brief description of the course. This recommendation is then subject to review by faculty to ensure equivalency.

Students must be admitted to the program to which the credit will apply, and students must have earned at least 12 college credits hours. Credits will be held in escrow until this requirement is met.

No more than 25 percent of total credit required for any program may be awarded through experiential credit. Students may not receive credit for prior learning for courses in areas where the student has already received college credit. General education courses required in the student's program of study cannot be earned through experiential credit.

Procedures of the assessment of prior learning are developed and regularly reviewed by the Provost and the Academic Planning Committee.

## **K. Credit for Military Service**

A list of credit that can be awarded for military service will be maintained in the office of the Provost.

Active duty members of the military with one year of experience and veterans with at least one year of active duty service with an honorable discharge are entitled to credit for experience gained during their service. The registrar is authorized to award the credit as indicated.

- In order to receive these credits, students must first complete one semester of attendance at TCC.
- Students should submit a completed Request to Add Credit from Alternative Sources form, along with either proof of active duty status or a copy of their DD214 (Certificate of Release or Discharge from Active Duty).

In addition, credit may be awarded for military training and education in accordance with the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Active or former military service members, depending upon their branch of service, may submit any of the following documents for review:

- Joint Services Transcript (Army, Coast Guard, Marine Corps, Navy)
- Community College of the Air Force

College credit may be awarded based on ACE recommendations, but that recommendation is subject to faculty review to establish equivalency.

The College awards only those credits appropriate to the student's degree program.

Because most credits for military experience will be recognized as electives only, students should seek guidance from a college adviser before requesting this credit.

## **Credit Hour Analysis**

Review of courses for transfer includes an assessment of the credit hour equivalency. Courses assessed at fewer credit hours than the TCC course cannot be accepted as equivalent to that course; courses with greater credit hours may be awarded only the number of credit hours of the TCC equivalent course.

TCC's uses the standard practice of using a 2/3 ratio for converting quarter credit hours to semester credit hours as follows:

- 1 quarter hour = .67 semester hours
- 2 quarter hours = 1.33 semester hours
- 3 quarter hours = 2 semester hours
- 4 quarter hours = 2.67 semester hours
- 5 quarter hours = 3.33 semester hours
- 6 quarter hours = 4 semester hours

### **Maintenance of Records**

The Provost's office will maintain a list of approved and unapproved transfer of credit course decisions by institution, course number and name, and equivalent TCC course, credit hours, and date of final acceptance by the Provost. (Form B)

The Registrar shall have access to this list and may award or deny credit based upon the list without additional review if the decision occurred within three years.

Should any TCC course on the list be presented to the Academic Planning Committee for approval of changes, the course will be removed from the transfer of credit course list until a new review and decision process is completed.