

5000.2E Acceptance and Evaluation of Transfer Credit

Transfer credit is considered from regionally accredited institutions in the United States. The American Council on Education Accredited Institutions of Postsecondary Education publication is used to identify accreditation. Credit from non-regionally accredited institutions is reviewed individually by the Registrar, in consultation with faculty. International credit must be evaluated by evaluators accredited by National Association of Credential Evaluation Services (NACES) in cases where English is not the primary language of the institution.

Students transferring to Gillette Community College District (GCCCD) are encouraged to provide official transcripts for evaluation from each institution attended or testing company (e.g., College Level Exam Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB)) to assist in proper academic placement, transfer course evaluation, and overall academic advising.

Coursework is evaluated by the Records Office once the student has applied for admission. A transfer course equivalency report and letter are then provided with respect to how courses transfer to meet requirements at GCCCD. GPA does not transfer and is, therefore, not included in GCCCD cumulative GPA. However, if a student is participating in a Consortium Agreement with another institution the earned transfer GPA will factor in a student's Satisfactory Academic Progress. Please refer to the Satisfactory Academic Progress Procedure (5000.3K) for further details.

No restriction is placed on the age of credits to be transferred unless specified by the individual program or academic department.

For students pursuing an Associate degree or Certificate, GCCCD will evaluate transfer credit equivalent to freshman and sophomore college-level equivalent courses completed with a "C" or better at regionally accredited institutions of higher education.

For students pursuing the Bachelor of Applied Science degree, GCCCD will evaluate credit for transfer credit freshman, sophomore, junior and senior college-level courses completed with a "C" or better at a regionally accredited institutions of high education.

International transcripts that are not in the English language and are not in semester credits with letter grades must be evaluated by an approved National Association of

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Credential Evaluation Services (NACES) prior to credit transfer evaluation. Additional course descriptions or course syllabi may also be requested. Please check with the Records Office for more information.

A transfer of credit evaluation is required by all GCCD transfer students applying for financial aid.

Coursework from an institution not on the semester credit system is converted to semester credit hours. (i.e.. A quarter hour institution is two-thirds of a semester hours). Fractions of hours are not rounded up.

Once a student submits an official transcript to GCCD, it becomes the property of GCCD and will not be released to a third party. If the student wants a copy of their record from another institution it must be requested directly from that institution. This protects the students' rights as well as the credibility and integrity of the other institution and its transcripts.

Transfer Equivalencies

- **Specific Course Equivalency:** Many courses transfer to GCCD as equivalent to a course offered.
- **General Transfer Credit:** If a course is not identical to a course offered in GCCD, but is a college level course, the course is general transfer credit. Credit is received for the course completed, but it may not fulfill a GCCD requirement.
- **Repeat Courses:** Coursework transferred to GCCD is evaluated against District rules for repeated courses, not the transfer institution rules. If a course is completed more than once, only the last occurrence stands. No credits are received for earlier attempts. However, some courses are an exception to the repeat policy based on curriculum approval and credit can be granted on multiple attempts.
- **Remedial Courses:** Credit is not accepted for remedial coursework. Coursework considered remedial level (course number less than 1000) does not transfer to GCCD but appears on the transfer evaluation with 0 credits and may also serve as prerequisites, as appropriate.

Transfer Credit Not Accepted

- **Unrelated Courses:** Credit is not accepted if the courses are not related to any type of course offered by GCCD, such as Cosmetology.

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- **Unacceptable Grades:** Coursework must be completed with a letter grade of "C" or better. Coursework completed with a grade of "D" or "F" does not transfer. Exceptions are at the discretion of the Registrar (i.e. Consortium Agreements).

Other Transfer Credit/Credit for Prior Learning (CPL)

- **Military Training:** Students who have served in the US Armed Forces may be awarded transfer credit for courses completed in military schools. Students who wish to apply for credit on the basis of their military schooling should submit a copy of their Joint Service Transcript (JST) transcript (or its equivalent) to GCCD. Evaluation is completed by the Records Office. Evaluation for the granting of credit for military-based training is based on recommendations in the American Council of Education (ACE) guidelines. Department faculty may be asked for further evaluation of credit. Students are encouraged to work with the Veterans Advisor if questions arise.
- **AP, CLEP, IB:** District faculty have reviewed the AP, CLEP and IB programs and established the minimum scores that must be earned in order to earn credit. Please refer to the CPL Procedure (5000.1E) for a list of minimum scores, course equivalency, and credits.
- **Nationally Accredited Schools:** Transcripts from schools which are not regionally accredited but are accredited by national agencies recognized by Council for Higher Education Accreditation (CHEA) may be reviewed and considered for credit. In such cases, we ask that students provide a copy of the catalog and course descriptions as well as the official transcript; additional course descriptions or course syllabi may be requested. In some cases, an interview with faculty may be required. Generally, courses which are equivalent to those offered in GCCD may be considered.
- **Certificates and Training Programs** conducted within business and training environments: GCCD will review certifications and licenses from formal training programs conducted within business and training environments for transfer credit. In some cases, a course challenge may be more expedient. Contact the Records Office for preliminary assessment. In all cases, faculty review is required.
- **Portfolio Review:** Through a portfolio review, students may be able to receive college credit for knowledge gained outside an accredited higher education

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institution. This can include, but is not limited to, previous experiences as an employee, business owner, information technology or computer specialist, in management, manufacturing, apprenticeships, as a skilled volunteer or hobbyist. These skills may be comparable or equivalent to credit courses offered by GCCD. To have this training/learning reviewed, submit any official and/or original training records/certificates, as well as supporting documentation that includes the following: content, level, time period, hours, location, method of instruction, instructors, method of evaluation, and achievement. Since training programs do not generally yield a transcript that contains all of this material, it is the student's responsibility to gather and submit as much information as possible. GCCD evaluation process relies on information that proves the prior learning is comparable to college-level coursework. An assigned faculty member completes an assessment of the completed portfolio to determine its ability to demonstrate this requirement. Credit is also contingent upon whether the training is able to meet current industry standards. A non-refundable fee is payable before the assessment begins. Please refer to the Credit for Prior Learning Procedure (5000.1E) for more information.

Appeal Process

In the event that a student would like the evaluation of transfer credit reconsidered, a course syllabus, along with a request to review, should be submitted to the Records Office. Other materials the student believe would be helpful in the assessment may also be submitted. The Registrar will request a review of submitted information by a faculty member who is considered a content expert in the subject area.

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