



ACADEMIC AFFAIRS GUIDELINES

Section 2.2	Admissions and Transfer	
Title:	Process for Evaluating and Transcription of Standardized Exams, Military and Certification/Licensure Validated Credit	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.2.2.5.D	XII.B, 7.5, 2.2.2.5.A(3)	11/2024
Reference:	BOR Policy 2.2.2.1 – Seamless Transfer of Credit BOR Policy 2.2.2.5 – Prior Learning and Validated Transfer of Credit Prior Credit Dashboard (System Equivalency Matrix)	
Related Form(s):		

1. **Purpose**

The purpose of this policy is to set the expectation for evaluation and processing of the standardized exams and any other validated credit for military or certification and licensure equivalency.

2. **Governance**

No language in these guidelines abrogates the requirements of the BOR Policy 2.2.2.1 through 2.2.2.5 governing academics, or other applicable laws or regulations. These procedures must be implemented and enforced consistent with all applicable BOR and institutional policies, as well as applicable state and federal laws and regulations.

3. **Definitions**

See BOR Policy 2.2.2.1 and 2.2.2.5.

4. **Evaluation Procedures**

Board practice specifies that when new standardized exams, military rank or course equivalencies, and certification or licensure equivalencies are requested or when modifications are made faculty in the respective disciplines are asked to evaluate course materials and make an equivalency recommendation. The faculty discipline councils will evaluate annually any requests and where faculty discipline councils are not available, Academic Affairs Council will request an ad hoc faculty team to evaluate. Faculty will provide a summary of findings by the committee to the academic support staff on the committee. These findings will be considered by the Academic Affairs Council.

The Academic Affairs Council will make a recommendation to the Chief Academic Officer of the System or designee. If approved, the system academic staff will insert into the Regental system equivalency matrix. Once on the matrix, all institutions must honor the approved equivalency.

5. Regental System Equivalency Matrix

The Regental system has approved several system equivalencies which are listed in the Regental System Equivalency Matrix. This online dashboard reflects all approved and validated credit for course equivalents.

6. Student Advising

Due to varying degrees of value placed upon course equivalencies by professional programs throughout the country, it is advised that students be informed of this variation upon admission and initial course registration. Students should seek guidance on standardized exams and their use for prerequisites required by professional programs to which they intend to apply.

7. Transcription

At the point of student registration, all viable credits will be applied to student's transcripts. Students may petition to Academic Affairs or designee to have AP credits removed from their transcript at any time during their active enrollment at a Regental Institution.

7.1 Grade Assignment

Students earning the necessary score approved by the Board of Regents recognized on the equivalency matrix will be awarded credit. All course credit earned through credit by examination will be assigned an "EX" grade.

7.2 Transfer Coursework

7.2.1 If a valid test score was transcribed at an accredited postsecondary institution, then approved credit by examination scores may be transferred among institutions without requiring additional testing or course completion by students.

7.2.2 Coursework earned through credit by examination by one Regental institution will transfer automatically to all Regental institutions.

7.3 Repeat Courses

Standardized Exams or other validated credit can be used to repeat a prior course if the student had earned an unsatisfactory grade in the initial attempt. The "EX" grade will still be applied with the earned grade from the initial attempt still calculated in the student's cumulative grade point average.

7.4 Credit Earned from Meeting Prerequisites

Following the successful completion of upper division coursework, students may request to have coursework transcribed for courses that serve as prerequisite. Coursework may only be transcribed for those students who demonstrated proficiency prior to the upper-level course enrollment by:

7.4.1 Meeting the scores approved by the Board of Regents on a nationally normed examination; or

7.4.2 Meeting the required scores on established placement examinations approved by the Board of Regents; or

7.4.3 Passing a department challenge examination developed by faculty at the student's home institution; or

7.4.4 Completing a portfolio review or formal evaluation by department faculty.

8. Degree Audit

The degree audit software will track the standardized exams, and all validated credit received for the students once the transfer has been evaluated and entered in the student information system.

9. Communication/Engagement

The institutional vice president of academic affairs or designee shall communicate their process for requesting new equivalencies for the system equivalency matrix. Faculty discipline councils will evaluate any requests annually. System academic staff will meet regularly with the academic records and admissions staff on transfer and the system equivalency matrix.

10. Timeline

The transfer policies and guidelines are evaluated on a three-year cycle. Equivalency requests are evaluated annually.

RESOURCES:

[Prior Credit Dashboard \(System Equivalency Matrix\)](#)

SOURCE:

AAC May 2018; AAC January 2019; AAC May 2019; AAC May 2022; AAC May 2023; AAC December 2024.