



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-13-06</p>	<p>PAGE NUMBER Page 1 of 3</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Transfer Policies: Coursework Transfers</p>	
<p>RELATED POLICIES:</p> <p>Transfer Policies General Education Substitutions Substitutions in the Major or Minor</p> <p>OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs</p>	<p>EFFECTIVE DATE: October 2, 2006</p>	
	<p>SUPERSESSSION: TBD</p>	
	 <p>Dr. David Svaldi President</p>	

Coursework Transfers

I. POLICY:

Individuals with course work seeking admission to degree programs at ASC will be evaluated using ASC's general admission policies and the transfer policies outlined below. Courses will be evaluated in three categories:

Category 1: General Education Courses, their equivalents (both in-state and out-of-state), and courses specified in the statewide core transfer process or the guaranteed transfer process with grades of 'C' or better will be evaluated by the designee of the Records Office for acceptance.

Category 2: Upper level courses (300-499) or courses specifically related to a student's intended major with grades of 'C' or better will be evaluated for acceptance by the department chair for which the credit would be issued.

Category 3: Credits that fall outside Categories 1 and 2 (i.e. elective credits) will be evaluated for acceptance by the designee of the Records Office and/or the department chair for which the credit would be issued.

II. PURPOSE:

This policy provides guidelines for issuing ASC credit for courses completed elsewhere. Additionally this policy defines three categories under which such courses may be evaluated.

III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible determining general education substitutions for transfer credits.
- B. Course Equivalency: A course that is determined to have similar content and student learning outcomes as that of a course taken at another institution.
- C. Department Chair: The ASC faculty member that acts as the administrative head of an academic program.
- D. Elective Credits: Coursework for which credit is granted but which does not apply to either the courses required for general education, or the coursework required for the major. Elective credits do apply towards the 120 hours needed to complete a BA or BS degree.
- E. General Education Courses: The program of general studies courses required of all students in order to complete a degree, regardless of major.
- F. Guaranteed Transfer Process: The gtPathways program in the state of Colorado that guarantees any approved classes will transfer to any other state institution of higher education, and be applied to general education and/or major requirements. These courses are designated GT.

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- G. In-State: Designation for students that meet the State of Colorado's residency requirements.
- H. Major: Program of studies in which a student intends to concentrate.
- I. Out-of-State: Designation for students that do not meet the State of Colorado's residency requirements.
- J. Records Evaluator: The ASC staff member of the Records Office charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is authorized to assign equivalent credit to general education courses; all other course equivalents are authorized through the department chair of the corresponding subject of the course under review.
- K. Records Office: The ASC Office responsible for assessing and maintaining student records.
- L. Statewide Core Transfer Process: The group of classes mandated by the State of Colorado as meeting state requirements for general education.
- M. Upper Level Credits: Courses designated with the numbers 300-499. All students graduating with a BA or BS degree must complete a minimum of 42 credits hours of upper division courses, including but not limited to those required for the major.

IV. PROCEDURES:

- A. Category 1: General Education Courses
 1. Students will submit official transcripts of all previous coursework to the Records Office for evaluation by the Records Evaluator, or designee.
 2. The Records Evaluator will determine which courses meet the state requirements for transfer and/or match an equivalent ASC course.
 3. Appeals and substitutions for requirements in General education must be made to the Department Chair offering the credit and the APAA.
- B. Category 2: Upper Level Courses (300-499)
 1. Students will submit official transcript to the Records Office indicating all courses for which a grade of 'C' or better was earned.
 2. Students will provide the department chair in the area offering the ASC equivalent of the course, with the course description and/or course syllabus for the transfer course, and request ASC credit for it.
 3. The department chair will review the course and grant or deny ASC credit. They will notify the Records Evaluator of their decision.
 4. The Records Evaluator will designate ASC credit per the department chairs decision, or designate the course as elective credit, or deny transfer credit.
- C. Category 3: Credits that fall outside Categories 1 & 2 (Elective Credits)
 1. Students will submit official transcripts to the Records Office indicating all courses for which a grade of 'C' or better was earned.
 2. The Records Evaluator will review the courses falling under this category and assign ASC credit equivalent courses.
 3. In cases where the Records Evaluator is uncertain of the equivalency of a course the Department Chair of that discipline will review the course(s) and determine equivalency.

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4. Courses which have no ASC equivalent will be designated ELEC on the transcript and will be applied towards required credit for graduation provided they also meet the criteria for such credit.

V. RESPONSIBILITY:

- A. The student is responsible for submitting official transcripts to the Records Office.
- B. The Records Evaluator is responsible reviewing the transcripts and determining the type of credit for which a course is eligible.
- C. The Department Chair is responsible for evaluating those upper level credits which apply to the major, and those on which the Records Evaluator is uncertain.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

March 14, 2006

VIII. ATTACHMENTS: