



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-13-11	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Transfer Policies: Credits Over 10 Years Old	
RELATED POLICIES: Transfer Policies Course Substitutions Degree Requirements OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Transfer Credit over 10 Years Old

I. POLICY:

Transfer credit more than 10 years old must be evaluated by the Records Evaluator / CAPP administrator if the course falls under the category of general education requirements “or equivalent”. If the course is to be applied towards the major it must be evaluated by the department chair for the program in which the credit would be issued. Time sensitive courses (Computer Science, Geography) over 10 years old will not be accepted towards general education or major credit.

II. PURPOSE:

This purpose of this policy is to provide guidelines for the approval of transfer credits more than 10 years old, particularly in relation to time sensitive courses as they pertain to general education requirements and major requirements.

III. DEFINITIONS:

- A. Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Assistant/Associate Provost for Academic Affairs: The individual responsible determining general education substitutions for transfer credits.
- C. General Education Requirements: The program of general studies courses required of all students in order to complete a degree, regardless of major.
- D. 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.
- E. Records Office: The ASC Office responsible for assessing and maintaining student records.
- F. Time-sensitive courses: Course in which the content changes significantly during a short period of time as a result of technological advances, political change or other variances over which the college has no control.
- G. Major: Program of studies in which a student intends to concentrate.

IV. PROCEDURES:

- A. The student will submit an official transcript to the Records Office.
- B. The Records Evaluator will review the transcript and determine if there are credits more than 10 years old.

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- C. The Records Evaluator will apply general education credit as appropriate for those credits that are not time-sensitive.
- D. The Records Evaluator will confer with the Department Chair of the student's major regarding appropriate ASC credit for courses in the major that are more than 10 years old.
- E. The Department Chair will determine whether courses are time-sensitive within the major area.

V. RESPONSIBILITY:

- A. The student is responsible for ensuring that the Records Office has official transcripts.
- B. The Records Evaluator is responsible for reviewing the transcripts and assigning general education credit.
- C. The Department Chair of the student's major area will determine which course are ASC equivalents and determining time-sensitive courses within the major.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

March 14, 2006

VIII. ATTACHMENTS: