



<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-13-07	PAGE NUMBER
	CHAPTER: Academic Policies	
	SUBJECT: Transfer Policy: Transfer of Remedial Coursework	
RELATED POLICIES: Coursework Transfers	EFFECTIVE DATE: Fall 2006	
	SUPERSESION: TBD	
	 Dr. David P. Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

Transfer of Remedial Coursework

I. POLICY:

Students who have satisfactorily completed remedial or developmental coursework at another institution may transfer the credit as remedial college credits. Students who did not complete the remedial coursework through the CCCS (Colorado Community College system) will need to petition the Director of FYEE for English/Reading/Writing or the Department Chair of Mathematics for mathematics courses to have these considered the equivalent of ASC developmental courses. This policy applies to out-of-state transfers and in-state transfers from institutions not in the CCCS. The credits will be counted towards attempted hours and passed hours, but not towards earned hours or GPA hours. Approved courses for transfer of more than 3.0 credits will be transferred as the ASC equivalent course of 3.0 credits with the additional credits transferred as elective credit. Transferred remedial coursework can be used to determine financial aid status and academic/athletic eligibility. However, remedial courses can only be used to establish athletic eligibility if they were taken in the student's first year of college. The grade mode for such courses will be designated as TS (Transfer Satisfactory), and the subject code will be RMDL (Remedial).

II. PURPOSE:

The purpose of this policy is to define transfer policies for remedial coursework.

III. DEFINITIONS:

- A. Academic/Athletic Eligibility: The number of credit hours enrolled in by a student, required by the NCAA for a student athlete to compete in college athletics.
- B. Attempted Hours: The total number of college credits in which a student has been enrolled, whether passed or not.
- C. CCCS: Colorado Community College System.
- D. Developmental/Remedial Courses: Courses designated by the numbers 09X that are intended to assist students in improving their skills in the core areas of reading, writing and mathematics to a level that will enable success at the college level. Currently at ASC these courses are: ID095 and ID 097 College Reading and Writing I and II, Math 095 Basic Arithmetic Skills, Math 097 Basic Algebra Skills, and Math 099 Intermediate Algebra.
- E. Earned Hours: The number of hours a student has passed, and that apply towards the degree. Developmental /Remedial courses do not count towards earned hours.

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- F. FYEE (First Year Experience and Engagement): The Office responsible for coordinating courses, programs and services designed to assist first year students in transitioning from high school to college.
- G. GPA Hours: The number of attempted hours that are used to calculate a student's GPA. Developmental/remedial courses are not used in GPA calculation.
- H. Passed Hours: The total number of college credits that a student has enrolled in, and passed. These are inclusive of successfully completed Developmental/Remedial coursework.
- I. Records Office: The ASC Office responsible for assessing and maintaining student records.

IV. PROCEDURES:

- A. The transfer student will provide the Records Office with official transcripts showing successful completion of developmental/remedial classes.
- B. Records Office staff will give transfer credit as described in the policy (Section I) above. The Records Office will use the grade of TS to indicate the transferred grade and subject code of RMDL 000 in processing such transfers.
- C. The student may choose to petition the Director of FYEE or the Department Chair of Mathematics to have a course designated as the equivalent of an ASC developmental course.
- D. Once a course from another institution has been approved as an ASC equivalent, it will be approved for subsequent students transferring in the same course from the same institution for a predetermined time period, to be determined by the Academic Council.

V. RESPONSIBILITY:

- A. It is the student's responsibility to provide the ASC Record's Office with official transcripts from all previous institutions.
- B. It is the Records Office' responsibility to enter approved transfer credit on the student's academic record as described in this policy.
- C. It is the responsibility of the Director of FYEE to approve ASC equivalency of developmental/remedial transfer courses.

VI. AUTHORITY:

VII. HISTORY:

September 7, 2006

VIII. ATTACHMENTS: