



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-13-09	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Transfer Policies: Associate of Applied Arts/Associate of General Studies Transfers	
RELATED POLICIES: Transfer Policies OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Associate of Applied Science / Associate of General Studies Degrees

I. POLICY:

Individuals with an in-state or out-of-state AAS/AGS degree (including more than 10 years old) will have their general education courses accepted in total as meeting ASC's general education requirements if they have successfully completed at least one course in each of the following areas: communications (English), history, science, math, human behavior, art and literature, and speech. Courses from these areas that have not been completed may be completed at ASC. Upon completion the entire degree will be accepted.

Graduation requirements such as Writing Proficiency and Technology Proficiency must be completed at ASC in accordance with the current policies.

II. PURPOSE:

The purpose of this policy is to provide guidelines for approving transfer credits for individual's with in-state and out-of-state AAS/AGS degrees.

III. DEFINITIONS:

- A. AAS Degree: Associate of Applied Science Degree
- B. Academic Advising Office: The office responsible for advising students on their academic program and/or ensuring that faculty advisors have access to the student's academic record.
- C. Advisor: A faculty or staff member who advises students regarding their academic program.
- D. AGS Degree: Associate of General Studies Degree
- E. Assistant/Associate Provost for Academic Affairs: The individual responsible determining general education substitutions for transfer credits.
- F. General Education Requirements: The program of general studies courses required of all students in order to complete a degree, regardless of major.
- G. In-State: Designation for students that meet the State of Colorado's residency requirements.
- H. Out-of-State: Designation for students that do not meet the State of Colorado's residency requirements.
- I. Records Evaluator: The ASC staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASC courses. The Records Evaluator is housed in the Records Office.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 2
Academic Policy	Transfer of AAS/AGS degrees	100-13-09	EFFECTIVE

J. Records Office: The ASC Office responsible for assessing and maintaining student records.

IV. PROCEDURES:

- A. Students will submit official transcript to the Records Office.
- B. The Records Evaluator will determine if an AAS or AGS degree has been awarded and ensure that the student's ASC transcript reflects that the AAS or AGS degree has been completed.
- C. The Records Evaluator or the Academic Advising Office will notify the advisor that the General Education requirements have been met and ensure that the degree plan indicates the requirements have been met.
- D. Students who have not completed at least one course in each of the areas listed in section I above must complete those courses at ASC. They will work with their advisor to determine appropriate courses.
- E. Students may appeal the denial of transfer of specific courses to the Assistant/Associate Provost for Academic Affairs.

V. RESPONSIBILITY:

- A. The Records Evaluator will assess all transcripts and ensure that appropriate credit is awarded.
- B. The student will ensure that official transcripts are sent to the Records Office at Adams State College.
- C. The Associate Provost for Academic Affairs will determine substitutions of transfer courses for general education credits on a course-by-course basis in consultation with the relevant department chair when appropriate.
- D. The Academic Advising Office is responsible for relaying the student's academic records to their faculty advisor.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY: February 27, 2006

VIII. ATTACHMENTS: