



<p><u>ACADEMIC POLICY</u></p>  <p>ADAMS STATE COLLEGE</p>	<p>POLICY NUMBER: 100-13-08</p>	<p>PAGE NUMBER Page 1 of 2</p>
	<p>CHAPTER: Academic Affairs</p>	
	<p>SUBJECT: Transfer Policies: Associate of Arts/Associate of Science Transfers</p>	
<p>RELATED POLICIES:  Transfer Policies</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>	

## Associate of Arts / Associate of Science Degrees

### I. POLICY:

Individuals with an in-state AA/AS degree (including more than 10 years old) will have their general education courses accepted in total as meeting ASC's general education requirements.

Individuals with an out-of-state AA/AS 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. 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 individuals with in-state and out-of-state AA/AS degrees.

### III. DEFINITIONS:

- A. AA Degree: Associate of Arts Degree
- B. Advisor: A faculty or staff member who advises students regarding their academic program.
- C. AS Degree: Associate of Science Degree
- D. Assistant/Associate Provost for Academic Affairs: The individual responsible determining general education substitutions for transfer credits.
- E. General Education Requirements: The program of general studies courses required of all students in order to complete a degree, regardless of major.
- F. In-State: Designation for students that meet the State of Colorado's residency requirements.
- G. Out-of-State: Designation for students that do not meet the State of Colorado's residency requirements.
- H. 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 AA/AS degrees	100-13-08	EFFECTIVE

I. 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 AA or AS degree has been awarded and ensure that the student's ASC transcript reflects that the AA or AS degree has been completed.
- C. The student's advisor will determine from the transcript that the General Education requirements have been met and ensure that the degree plan indicates the requirements have been met.
- D. Out-of-State 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.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY: February 27, 2006

VIII. ATTACHMENTS: