



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-02-10	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Academic Advising & Required Approvals: Transfer Course Pre-Approval	
RELATED POLICIES:	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	
OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs		

## Transfer Course Pre-Approval – Undergraduate Students

### I. POLICY:

A student wishing to enroll in a course for credit at another institution and receive transfer credit for the course at Adams State College may petition for approval of transfer credit prior to enrolling or completing the course. Pre-approval of transfer credits requires the approval of the department chair of the major in which the course resides or of the subject area for general education courses. Courses approved for guaranteed transfer through GT Pathways may be verified with the records office or online at <http://www.state.co.us/cche/gened/gtpathways/index.pdf>.

As a minimum, students should provide a course syllabus or course description for each course when petitioning for approval of transfer credits. Additional documentation may be required in some instances. A course(s) taken at another institution may not replace a letter grade for coursework taken at ASC. Course(s) must be taken for a letter grade (A, B, C, D, F) unless excepted in writing by the APAA. Transfer appeals may be made to the APAA.

### II. PURPOSE:

The purpose of this policy is to identify the procedures and requirements for pre-approval of courses taken at another institution and transferred to ASC by students who are degree seeking at ASC.

### III. DEFINITIONS:

- A. Assistant/Associate Provost for Academic Affairs (APAA): The individual responsible for determining and implementing academic policies related to grade appeals, transfer of credits, substitution of general education credits, associates degrees, etc.
- B. Degree-Seeking Student: A student who is pursuing a degree.
- C. Department Chair (DC): The ASC faculty member who acts as the administrative head of an academic program.
- 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. The records evaluator is housed in the records office.
- E. Records Office: The ASC office responsible for assessing and maintaining student records.

CHAPTER:	SUBJECT	POLICY #	Page 2 of 2
Academic Policy	Transfer Course Pre-Approval	100-02-10	EFFECTIVE

- F. Transcript: Academic record of a student's completed coursework and the grades earned for each as well as the student's cumulative GPA.
- G. Transfer Credit: The course(s) taken at another college or university that have been accepted for credit at Adams State College.

IV. PROCEDURES:

- A. The student should identify the specific course(s) they wish to enroll in at another institution and obtain required information about each course. As a minimum, students should provide a course syllabus or course description when petitioning for approval of transfer credits. In some cases additional documentation may be required.
- B. The student will complete a Petition for Approval of Transfer Credit Form available online at <http://adams.edu/records> or at the One Stop Student Services Center.
- C. The student will meet with the department chair(s) of the subject area in which the course(s) lies for pre-approval of any classes in that area that are part of the major or are general education courses that are not approved under GT Pathways.
- D. If the course is not graded using a letter grade, the student must meet with the APAA and obtain an exception in writing in order for the course to be approved for transfer credit.
- E. Once all the required approvals are obtained, the student must submit any and all forms to the records office or the One Stop Student Services Center. The original will be placed in the student's file, and a copy will be sent to the student's advisor.

V. RESPONSIBILITY:

- A. The student is responsible for obtaining the approval form, course syllabi and descriptions and ensuring that all required approvals are obtained prior to enrolling in the course. Upon completion of the course, it is the student's responsibility to request that a final, official transcript be sent to the records evaluator. Appropriate deadlines must be met when applicable.
- B. It is the responsibility of the records office to evaluate all general education courses that have been approved for GT Pathways and pre-approve appropriate transfer credits. In addition the records office is responsible for keeping a record of the agreement and assigning transfer credit when the official transcripts indicating successful course completion are submitted.
- C. It is the responsibility of the department chair(s) to evaluate courses in their subject area and pre-approve appropriate transfer credits.
- D. It is the responsibility of the APAA to provide, in writing, any exception in which a course not taken for a letter grade can be approved for transfer credit.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

August 8, 2007

VIII. ATTACHMENTS:

Pre-Approval of Transfer credits form