



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-13-02	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Transfer Policies: Transferable Grades	
RELATED POLICIES:  Transfer Policies GPA / Required Grades   OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

## Transferable Grades

### I. POLICY:

Adams State College will accept work in which grades of A, B, C, P (pass), or CR (Credit) and S (Satisfactory) were earned for transfer credit. Courses in which a grade of D was earned are not accepted for transfer unless the course is an integral part of an AA or AS degree.

### II. PURPOSE:

The purpose of this policy is to state which grades will be accepted for transfer at ASC.

### III. DEFINITIONS:

- A. AA Degree: Associate of Arts Degree
- B. Admissions Office: The Office responsible for processing applications for admission to Adams State College.
- C. AS Degree: Associate of Science Degree
- D. Conditional Admission: A case in which specific conditions or criteria for performance are placed on a student in order for them to be admitted to the college.
- E. Course Equivalency: A course that is determined to have similar content and student learning outcomes as that of a course taken at another institution.
- F. 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.
- G. Records Office: The ASC Office responsible for assessing and maintaining student records.
- H. Transfer Student: A student who has already completed more than 12 credits at another accredited college or university.
- I. 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 will submit official transcripts to the Records Office.

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- B. The Records Evaluator will review the student's transcript and assign an ASC course equivalent for all appropriate course with the earned grades described above.
- C. The Records Evaluator will review the student's transcript and assign an elective credit for all courses without ASC equivalents that show the earned grades described above.

V. RESPONSIBILITY

- A. The Records Evaluator is responsible for evaluating the student's transcript and assigning appropriate credit according to this policy.
- B. The student is responsible for submitting official transcript to the Records Office.

VI. AUTHORITY

- A. ASC 2006-2007 Catalog

VII. HISTORY

March 13, 2006

VIII. ATTACHMENTS: