



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-13-05	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Transfer Policies: Vocational Credits	
RELATED POLICIES: Transfer Policies OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: October 2, 2006	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Vocational Credits

I. POLICY:

It is policy that vocational credits, and those which are listed as “no equivalent” at ASC can be considered for credit after the student completes 24 hours of coursework at ASC with a 2.0 GPA or higher. Credit applied towards the major must be approved by the department chair of the student’s major. Credit applied towards general education credit must be approved by the APAA in consultation with the relevant department chair.

II. PURPOSE:

This purpose of this policy is to provide guidelines for the allocation and transfer of vocational credits.

III. DEFINITIONS:

- A. Course Equivalency: A course that is determined to have similar content and student learning outcomes as that of a course taken at another institution.
- B. Department Chair: The ASC faculty member that acts as the administrative head of an academic program.
- C. Major: Program of studies in which a student intends to concentrate.
- D. No Equivalent: Course taken at another institution for which ASC has no course with similar course content.
- E. 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.
- F. Vocational Credits: Courses of an applied or technical nature such as those in certificate programs.

IV. PROCEDURES:

- A. The Student will complete 24 credits hours at ASC.
- B. The student will submit official transcripts to the Records Evaluator.
- C. The Records evaluator will determine if there are ASC equivalents and notify the students of any that do not have equivalents or that are considered vocational classes.

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- D. The student will ask the Department Chair of their major to review course descriptions (provided by the student) for the courses to be applied towards the major and will assign appropriate credit towards the major or elective credits.
- E. The Department Chair will notify the Records Evaluator of any courses for which credit is to be granted.
- F. The student will request the APAA for approval of credit for general education courses, to be determined in consultation with the appropriate department chair.

V. RESPONSIBILITY:

- A. The student is responsible for completing the required number of courses, submitting official transcripts, and requesting that the Department Chair review the relevant course descriptions.
- B. The Records Evaluator is responsible for determining if there are any courses which are vocational or that do not have equivalents.
- C. The Department Chair is responsible for reviewing courses, assigning credit for vocational or “no equivalent” courses, and notifying the Records Evaluator of such credit.
- D. 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.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

March 13, 2006

VIII. ATTACHMENTS: