International Coursework/ Degree Transfers

I. POLICY:

All international students who enter the college must comply with all provisions of the Immigration Act. Transfer students must provide a complete set of credentials, including verification of financial support, which must be sent to the Office of Admissions with a formal application for admission and a $25 non-refundable fee in U.S. dollars (credit card, check, or money order). All information must be in English. The college must have proof of English proficiency. A minimum score of 550 (paper-based) and 213 (computer-based) on the TOEFL exam is considered acceptable, or is a student attends an ESL program, successful completion of level 109 is considered acceptable. Exceptions are listed in the procedure section.

College or university-level work completed outside the United States will be accepted directly in transfer only if the college or university is accredited by one of the U.S. regional accrediting associations. Other collegiate-level work is acceptable only on the basis of credit by examination. This examination will be conducted by the Department Chairs most closely associated with the academic classes in which the student may wish to transfer. Each Department Chair will decide whether a written, oral, or credit review of the transcript will be necessary to establish credit.

The policy for second degrees will apply to students whose first baccalaureate degree is from a college or university that is accredited as described above.

II. PURPOSE:

The purpose of this policy is to provide guidelines for the evaluation of transfer credits/degrees for international students with college credits from a college or university outside of the U.S.

III. DEFINITIONS:

A. Accreditation: Verification by an approved body that the curriculum and programs of study offered by a college or university meet acceptable educational standards.

B. Admissions Office: The Office responsible for processing applications for admission to Adams State College.

C. Collegiate-level work: Any coursework completed at a post-secondary level.

D. Credit by Examination: College credit awarded based on a students ability to meet the requirements for a specific course or program of study as determined through testing, portfolio review, etc.

E. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
F. **ESL program**: English as a second language program.

G. **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.

H. **Regional Accrediting Association**: An organization that assesses educational coursework, degrees, etc. from institutions outside the U.S and determines U.S. equivalencies in coursework or degrees granted.

I. **Second Degree**: A BA/BS degree completed subsequent to the completion of a BA/BS degree in another discipline or program or study.

J. **TOEFL**: Test of English as a Foreign Language; standardized test used to assess a student’s proficiency in English.

K. **Transfer Course**: Any course for which equivalent credit is granted at another institution.

L. **Transfer Credit**: The course(s) taken at another college or university that have been accepted for credit at Adams State College.

IV. **PROCEDURES**:

A. **Admission**:

1. All international students seeking admission to Adams State College must comply with all provisions of the Immigration Act. This includes providing proof of immigration or visa status. The following documents must be provided:
   a. A completed application for admission.
   b. A $25 non-refundable application fee. (U.S. currency)
   c. Proof of immigration of visa status
      i. Photocopy (front & back) of permanent residency card; OR
      ii. Photocopy of prospective student’s visa and I-94 departure slip; OR
      iii. Other proof of the prospective student’s current visa or immigration status.

   Prospective students who are F-1 visa holders, and who do not plan on transferring to Adams State College, must submit the following documents to be granted non-degree seeking admission to Adams State College for the term of registration.
   i. Photocopy of prospective student’s current I-20; AND
   ii. Photocopy of prospective student’s I-94 departure record; AND
   iii. Letter of permission from prospective student’s institution to register temporarily at Adams State College.

   Adams State College does not issue I-20’s for any undergraduate student holding or seeking and F-1 visa.

2. A complete set of credentials, including verification of financial support, must be sent to the Office of Admissions along with a $25 non-refundable application fee in U.S. dollars (credit card, check or money order). Credentials must be official or certified true copies of official secondary and/or post-secondary credentials mailed directly from the school or Ministry of Education. Official results of course-by-course evaluation must be completed by one of the independent credentials evaluation service providers listed below. Documents must be mailed directly from the evaluation agency. Adams State College accepts evaluated credentials from the following agencies only:

   AACRAO International Education Services
   One DuPont Circle, NW, Suite 520
   Washington, D.C. 20036-1135
Evaluation of credentials through ECE provides both the translation of credentials as well as verification of accreditation. Evaluation of credentials takes some time to complete. Students are encouraged to submit all required materials to the agencies above, as well as all admission application materials to ASC by at least August 1.

3. All information must be in English.

4. The student must provide the college with proof of English proficiency. This can be provided in three ways:
   a. A minimum score of 550 (paper-based) or 213 (computer based) on the TOEFL exam is considered acceptable, or if a student is in an ESL program, successful completion of level 109 is considered acceptable.
   b. An ACT English sub-score of 21 or better with an ACT composite score of 21 or better.
   c. An SAT Verbal score of 440 or higher with an SAT composite score of 900 or better.

5. Test scores must be sent directly from the testing agent to Adams State College (photocopies will not be accepted. Test scores older than two (2) years will not be accepted.

6. When requesting scores or when registering for the exam, Adams State College’s institution code must be indicated:
   TOEFL – 4001
   ACT – 0496
   SAT – 4001

7. The TOEFL, ACT or SAT scores are not required for the purpose of English language proficiency for applicants who:
   a. Hold an Associate of Arts or Associate of Science from a U.S. community college; OR
   b. Have graduated from a U.S. high school that the applicant attended for at least two (2) years; OR
   c. Have passed a U.S. General Education Development (GED) exam; OR
   d. Are lifetime residents of Australia, Canada, Ireland, New Zealand, or the United Kingdom.

B. Transfer Credit

1. After the evaluation agency’s report is received the Records Office staff will use the evaluation results to assign ASC equivalencies or elective credit. (See International Coursework/Degree Transfer policy)
<table>
<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>EFFECTIVE TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td>International Transfer Credit</td>
<td>100-13-14</td>
<td>TBD</td>
</tr>
</tbody>
</table>

V. **RESPONSIBILITY:**

A. The student is responsible for providing all required documentation for both admission and as needed to evaluate transfer credit.

B. The Admissions Office will process all applications by undergraduate, on-campus students.

C. The Records Evaluator, or their designee, will determine all transfer credit as described above.

C. The Department Chair of the relevant program will determine any transfer “credit by examination” and relay any such credit to the Records Evaluator.

VI. **AUTHORITY:**

ASC General Catalog, 2006

VII. **HISTORY:**

VIII. **ATTACHMENT:**
<table>
<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>EFFECTIVE TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td>International Transfer Credit</td>
<td>100-13-14</td>
<td>TBD</td>
</tr>
</tbody>
</table>