

III 15 09 TRANSFER AND ALTERNATE SOURCES OF CREDIT

INTRODUCTION

Volunteer State Community College grants transfer credit in accordance with the Southern Association of Colleges and Schools Commission on Colleges policy The Transfer or Transcribing of Academic Credit. The College generally considers transfer credit as credit which has been certified and transcribed or credentialed by an external source.

TYPES OF CREDIT CONSIDERED

COURSES FROM SIMILAR INSTITUTIONS

Volunteer State Community College generally accepts credits from other institutions of higher education. Applicants who have attended other institutions of higher education, and will pursue a degree at Volunteer State, must provide official transcripts of all credits attempted. Transcripts are evaluated prior to, or during the initial term of enrollment. Students are notified as evaluations are completed. All collegiate-level coursework for each transfer student, who is degree-seeking or seeking a technical certificate, will be evaluated according to course similarity within the programs enrolled in at Volunteer State and course content equivalent to course taught at the same level at Volunteer State. In some cases Volunteer State may request additional information before awarding credit on a course-by-course basis.

PROPRIETARY COLLEGE COURSES

Awarding of transfer credit from proprietary colleges is considered on a case-by-case basis. In order for the credit to be accepted, documentation including the official transcript of courses taken, course content, course level, and contact hours will be reviewed in determining comparability and degree program relevance. Additional documentation may be requested such as the standards for assessing student work when deciding to grant credit. The Academic Dean, in consultation with appropriate faculty, will review the documentation submitted and coordinate with the Office of Records and Registration to confirm or deny courses for transfer.

VOCATIONAL/TECHNICAL COURSES

Volunteer State Community College will award credit from Tennessee Colleges of Applied Technology and other similar institutions. Credit for vocational/technical courses delivered by secondary schools may also be awarded if the College has entered into an articulation agreement with the secondary school delivering the course(s) in question. In order for the credit to be accepted, documentation including the official transcript of courses taken, course content, course level, and contact hours will be reviewed in determining comparability and degree program relevance. Additional documentation may

be requested such as the standards for assessing student work when deciding to grant credit. Recommendations for granting credit from the American Council on Education, or other similar body, may also be followed. The Academic Dean, in consultation with appropriate faculty, will review the documentation submitted and coordinate with the Office of Records and Registration to confirm or deny courses for transfer.

LEARNING SUPPORT TRANSFER

Learning Support completed at another TBR institution will be considered satisfied, and transfer students will not be required to repeat them. Transfer students who have credit for Learning Support (reading, writing, and/or math) at non-TBR institutions may receive credit pending review and approval by the Academic Dean in consultation with appropriate faculty. Transfer students entering without transferable college-level English composition, a reading intensive general education course, or a college-level mathematics will be assessed in the content area as needed. Previous assessments at other institutions will be reviewed and the student may be exempt from further assessment.

CREDIT FOR SERVICE IN THE ARMED FORCES

Students presenting verification of completion of basic military training (Air Force, Army, Navy, Marine Corps, or Coast Guard) through either a DD214 or other verification of this training will be evaluated by the Office of Records & Registration for eligibility for credit. If a student presents a DD214 with one year or more of net active service, they will be granted three semester hours (less credit already earned) of physical education credit and three semester hours of Introduction to Wellness (HED 120). If a student has less than one year net active service or other verification of training, the Office of Records & Registration will verify successful completion of basic military training in conjunction with the Manager of Adult Learners & Veterans Affairs. The College Registrar should be consulted to determine whether additional credit can be given for other military training through recommendations from the American Council on Education (ACE) from the Joint Service Transcript or credit from a Community College of the Air Force (CCAF) or Air University transcript. An evaluation of service credit is not made until a student has applied to the College and a transcript has been provided to the College from their military service.

ADVANCED PLACEMENT THROUGH THE COLLEGE BOARD

To be eligible for credit, an entering freshman must place in group three, four, or five of the College Board Advanced Placement Tests (AP). Each applicant under this plan is required to take the AP Test during the student's junior or senior year in high school. It is the responsibility of the student to submit proof of AP exam scores to the College. Courses for which the student may receive credit are approved by the Curriculum Committee and published in the College Catalog.

CAMBRIDGE INTERNATIONAL EXAMINATIONS

The College grants appropriate semester hours credit to qualified students presenting official record of acceptable grades on Cambridge International Exams (CIE). Other CIE examinations may be approved for award of university credits following institutional review. Courses for which the student may receive credit are approved by the Curriculum Committee and published in the College Catalog.

INTERNATIONAL BACCALAUREATE

The College recognizes the International Baccalaureate (IB) diploma and individual IB courses by awarding credit on IB higher level examinations. Some standard level examinations may also be considered for credit. It is the responsibility of the student to submit proof of IB credentials and exam scores to the College for assessment. Courses for which the student may receive credit are approved by the Curriculum Committee and published in the College Catalog.

CLEP SUBJECT EXAMINATIONS

Examinations for credit in courses offered by the College may be offered to students who believe they have already mastered the material of the course through private study, technical employment, or the like. The College will recognize credit for exams offered through the Educational Testing Service, CLEP exam program. Local tests will not be developed for courses where CLEP exams are available. It is the responsibility of the student to submit proof of CLEP exam scores to the College. Courses for which the student may receive credit and the scores required to receive credit are approved by the Curriculum Committee and published in the College Catalog.

CREDIT FOR AMERICAN MANAGEMENT ASSOCIATION CERTIFICATES

Students who have earned the American Management Association Certificate in Management or in General Management may apply that certification toward elective credit to earn the Associate of Applied Science, in Business with a Management Concentration. A copy of the American Management Association Certificate must be submitted as documentation. Programs to which the student may receive elective credit and the number of hours which may be applied are approved by the Curriculum Committee and published in the College Catalog.

CONTINUING EDUCATION CREDIT

Awarding of transfer credit based on completion of Continuing Education courses is considered on a case-by-case basis. Documentation including submission of official transcripts of courses taken, documentation of course content, contact hours, the standards for assessing student work, and certification of the credentials of the course instructor may be required and must be submitted by the student to the appropriate Academic Dean for consideration. The Academic Dean in conjunction with appropriate

faculty will review the documentation submitted and coordinate with the Office of Records and Registration to confirm or deny approval of courses approved for transfer.

CREDIT BY EXTERNAL EXAMINATION

Students may request college credit for the successful completion of acceptable national, regional, or state examinations. An official copy of the credential should be submitted to the Office of Admissions. The credential will be evaluated by the College Registrar and Academic Dean in conjunction with appropriate faculty to determine if and what credit should be granted for the credential.

CREDIT FOR CAP EXAM

Persons having already successfully passed the Certified Administrative Professional's (CAP) exam are eligible to receive credit at Volunteer State Community College. Courses for which the student may receive credit are approved by the Curriculum Committee and published in the College Catalog.

CREDIT BY PORTFOLIO ASSESSMENT

Students may request consideration of college credit award by presenting a portfolio for assessment of college-level learning gained outside the classroom. The Academic Dean for the area in which credit is requested has the responsibility of working with the student and establishing a committee of appropriately credentialed faculty to evaluate the request and determine if granting credit based on the submitted portfolio is appropriate. The Office of Adult Learners & Veterans Affairs will serve as the initial point of contact for students seeking portfolio credit. Credit for portfolio assessment may not be requested for subject areas that offer CLEP or credit by examination options. Procedures for earning Portfolio Credit will be approved by the Curriculum Committee and published in the College Catalog.

ON THE JOB TRAINING

Under certain circumstances, credit may be granted for on-the-job training. Verification of completion of the training and complete description of the training completed must be submitted to the Office of Records & Registration before an evaluation by the Academic Dean in conjunction with appropriate faculty will be made. An evaluation will be made only for students who are currently enrolled at Volunteer State Community College. Procedures for earning credit for on the job training will be approved by the Curriculum Committee and published in the College Catalog.

CREDIT BY LOCAL EXAMINATION

Any student who has been admitted to the College may make application to take an examination for credit, in limited courses in the Division or Divisions housing the course(s) in question. No examination may be given if a CLEP test is offered for that course. Examinations may not be given in sequential courses numbered lower than those the student has already completed unless the lower courses are specifically required for graduation from the student's academic program. The form of the examination and the method of administering it are left to the discretion of the Academic Dean in consultation with appropriate faculty. Examinations cannot be taken to repeat course work or be used in lieu of an "F" or "I". Examinations may not be taken in areas where a student has been given course exemption without credit. Successfully earned credit will be transcribed by the Office of Records and Registration as credit by exam. Procedures for earning credit by local examination will be published in the College Catalog.

CREDIT FOR THE ACT, SAT OR SIMILAR EXAMS

Credit for certain courses may be granted for high scores on the ACT, SAT, or similar exams. Required scores and the credit granted will be approved by the Curriculum Committee and published in the College Catalog.

CREDIT FOR FOREIGN LANGUAGE PLACEMENT TESTING

Students who have taken Chinese, French, or Spanish in high school or have otherwise acquired proficiency in Chinese, French, or Spanish may be placed at the appropriate level on the basis of a placement test. Upon completion with a C or above of the courses in which the student is placed, the student receives credit for all lower-numbered courses in the 1010- 1020- 2010-2020 sequence.

GRANTING TRANSFER CREDIT

1. The grade point average the student transfers from another school will not be posted on the Volunteer State transcript and will not be used in computing the Overall nor Overall Combined grade point average for the student. All college level courses including transfer work will be included in calculating graduation honors (Policy III:15:10) and in determining eligibility for certain types of financial aid.
2. Transfer credit in Military Science or R.O.T.C. may be counted in lieu of the same number of physical education hours.
3. Credit will not be granted for College Level GED. Students may test out of courses if they feel they are proficient in the areas covered in the College Level GED. (This is not the same as GED or HiSET for high school credits).

MAXIMUM TRANSFER AND ALTERNATE SOURCES OF CREDIT

Should a student be granted credit through transfer and alternate sources, the student must still complete all specific degree or certificate requirements as outlined in the respective Program of Study and meet the residency requirement for the conferral of the credential

as published in the College Catalog. At least 25 percent of semester credit hours applied toward a certificate must be completed in residence.

MAXIMUM TRANSFER OF LEGAL SPECIALTY CREDIT

Students seeking a paralegal credential may only transfer a maximum of nine (9) hours to meet the requirement for legal specialty courses. A minimum of twelve (12) hours, including both external sources of credit and hours taken in-residence, used to meet the legal specialty requirement must be taken in an on-ground face-to-face format. Hours from external sources of credit used to meet the legal specialty requirement must be approved by the paralegal program director. In conjunction with the above limitations, students seeking a paralegal credential must still meet the overall residency requirement for the conferral of the credential.

APPEALS AND EXCEPTIONS

Appeals related to the award of transfer and/or credit from an alternate source should be made to the Vice President of Academic Affairs.

Exceptions to this policy may be approved by consensus of the Vice President of Academic Affairs and the College Registrar.

TBR Source: 2:01:00:01: TBR Meeting, June 20, 1975; March 27, 2008; 2:01:00:03: TBR Board Mtg: March 29, 2006; March 29, 2012; 2:01:00:04: March 2006 TBR Board Meeting; Revised September 20, 2013; Revisions approved by Board September 15, 2016.

VSCC Source: Former II:09:34, April 30, 1990, President; March 26, 1999, President; March 31, 2008, President's Cabinet. Former II:09:38, July 23, 1997; January 8, 2009, President's Cabinet; August 4, 2014, President's Cabinet; April 27, 2015, President's Cabinet; January 28, 2019, President's Cabinet.