

Procedure: 5.1.8p. (IV.J.1)

Articulation and Transfer

Revised: August 31, 2015; July 15, 2015

Last Reviewed: October 30, 2017

Adopted: January 14, 2014



I. PURPOSE:

In order to ensure that students are served in accordance with the philosophy and mission of the State Board, each individual technical college will implement a comprehensive advance standing procedure for the granting of credit to a student for educational experiences or courses undertaken at another institution. The provisions outlined in the procedure will be followed when granting such credit.

II. RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

State Board POLICY: 5.1.8. Articulation and Transfer

III. APPLICABILITY:

All work units and technical colleges associated with the Technical College System of Georgia.

IV. DEFINITIONS:

Advanced Standing: allows a student to receive course credit based on previous experience, formal or informal, and results in credit towards a program of study.

Prior Learning Assessment: a process for evaluating knowledge and skills in order to award college credit for learning from on the job learning, corporate training, independent study, military service, or volunteer service that is consistent with TCSG's mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree academic programs.

V. ATTACHMENTS: n/a

VI. PROCEDURE:

A. General Provisions:

1. Residence Requirements for Degree/Diploma: each technical college shall require that a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at the technical college granting the award.

2. Colleges will engage in a prior learning assessment for awarding of credit for non-credit work-related experiences and or training.
3. Transferability of Credit - Technical colleges must honor local secondary and post-secondary articulation agreements statewide when students move from one area of the state to another. Each technical college can determine its preferred method of competency validation.
4. Though credit reward is not required for learning support; college should make every attempt to ensure students do not repeat learning support courses already successfully completed at another technical college.
5. Designation of Credit: technical colleges within the system should indicate exemption credit awarded by use of the letters "EX" on transcript/permanent records. Transfer credit awarded should be indicated on transcript/ permanent records by the use of the letters "TR.", "TRA", "TRB", or "TRC." The third letter indicates the grade earned in the course; however, this grade will not be counted in the cumulative Grade Point Average (GPA). Articulated credit awarded should be indicated on transcript/permanent records by use of the letters "AC."

B. Transfer Credit

1. **Traditional** - Course credit may be awarded for courses completed with a "C" or better or other grade that denotes successful completion from a college, university, or other postsecondary institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. Full credit will be awarded for courses, subject to the receiving institution assuring that accreditation requirements are met.
2. **Non-Traditional** - Course credit may be awarded for military training or corporate courses where appropriate.
3. **International Credit** – Course credit may be awarded for courses completed with a "C" or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit will be awarded for courses, subject to the receiving institution assuring that state standards and applicable accreditation criteria are met.

International Credit Evaluation – Colleges may choose to receive accurate evaluations of international credentials for comparability to US credits from private credential evaluation services. Refer to the US Network for Education Information (USNEI), a US Department of Education (ED) administered website and public-private partnership that provides a list of possible credential evaluation services.

- II. **International Articulation** – Colleges may establish an Articulation Agreement or Joint Diploma/Degree Plan with an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Courses from an international institution must be evaluated to show that state standards and applicable accreditation criteria are met.

C. Secondary School Articulation

1. Technical colleges may establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved. Each technical college can determine its preferred method of competency validation. Any articulation agreement must be a formal written agreement between interested area high schools and the technical college.

2. Technical colleges shall bank credit after a secondary student successfully passes the exemption exam required to articulate subject credit. This credit shall be applied to the student's record once he/she matriculates to the technical college. The secondary student must matriculate within 2 years after high school graduation, unless dictated by programs standards.

Technical colleges should participate in articulation advisory committees with members from both secondary programs and Technical college programs to develop articulation agreements.

3. Validation of Credit - Technical colleges must validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. No fee shall be charged to students taking an exam to validate articulated credit from high school.

D. Standardized Exam Credit

Technical colleges will award credit based on nationally normed exams including, but not limited to, the following:

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

International Baccalaureate Credit- Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical college) in high school and achieve a score of 3 or more on the International Baccalaureate Examination. The IB Examinations are offered by the International Baccalaureate Examination Board.

Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical college) in high school and achieve a score of 3 or more on the Advanced Placement Examination.

The Advanced Placement Examinations are offered by the College Entrance Examination Board.

E. Military Training Credit

Technical colleges may award credit for training received in the Armed Forces. The training should be certified by the Guide to the Evaluation of Education Experiences in the Armed Services, published by the American Council on Education or by the official catalog of the Community College of the Air Force or some similar document. Credit

should be given when training experience meets required competencies of courses offered at the institution.

F. Prior Learning Assessment (PLA)

Colleges may award college credit for on the job learning, corporate training, independent study, military service, or volunteer service that is consistent with TCSG's mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own academic programs. The college must engage in a process for evaluating the knowledge and skills acquired in order to award college credit. Each college assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.

G. Institutional Exemption Exam

Technical colleges may allow students to exempt courses by demonstrating thorough mastery of written and/or performance exams that have been developed locally or by statewide faculty groups and adequately demonstrate achievement of the necessary competency level. Each technical college should publish information as to which courses have an exemption exams and how to apply for them.

Each technical college may charge a flat fee, not to exceed 25 per cent of tuition for the course, to administer an exemption exam; provided the examination is not to validate articulation credit from high school.

VII. RECORD RETENTION:

Records created under this procedure shall be maintained as required by the State of Georgia Record Retention Schedule.