




January 21, 2014

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Policy 10-22, Transfer of Academic Credit

Item Description

This item requests Board approval for revisions to Policy 10-22, Transfer of Academic Credit.

Overview and Background

Policy 10-22, Transfer of Academic Credit, has been revised to reflect deletion of State Board of Education Rule 6A-14.031, F.A.C., which was repealed, and to update the Credit-by-Exam equivalency recommendations from the Articulation Coordinating Committee within the Florida Department of Education.

Past Actions by the Board

The original policy was approved by the Board on 05/17/10 and was revised on 06/28/10 and again on 02/18/13.

Funding/Financial Implications

None

Staff Resource

Sally Search

Recommended Action

Approve revisions to College Policy 10-22.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
P O L I C Y**

TITLE: Transfer of Academic Credit	NUMBER: 10-22
AUTHORITY: Florida Statute: 1007.22, 1007.23, 1007.27 Florida Administrative Code: 6A-10.024, 6A-14.031	SEE ALSO: <ul style="list-style-type: none"> • Administrative Procedure 10-22AP: Transfer of Academic Credit
DATE ADOPTED: 05/17/10; Revised 06/28/10; 02/18/13	

Tallahassee Community College ~~welcomes~~ accepts transfer students from ~~other accredited colleges and universities. Transfer credit is accepted for freshman and sophomore level coursework, and will be evaluated as to level, content, quality, comparability, and degree program relevance by the appropriate academic unit.~~ all environments and accepts a broad range of transfer credit. The written procedure is established in Administrative Procedure 10-22AP.

~~Students may request credit from non-regionally accredited institutions, and such requests will be evaluated following institutional procedures as stated in the College Catalog. Transfer credit is accepted for freshman and sophomore-level coursework and may be evaluated as to level, content, quality, comparability and degree program relevance by the faculty in the appropriate academic unit. In establishing the eligibility for transfer credit, the faculty may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning outcomes, assessment measures and sample student work.~~

~~A maximum of 75% of the required credit hours toward graduation at the College may be transferred.~~ required for degree completion and graduation at the College may be posted as transfer credit from another college, university, or other approved alternative sources, i.e. credit by examination; credit for military service; institutional exemption examinations; credit for industry credentials; credit for local articulation agreements; and experiential learning credit.

The ~~e~~College will ~~also accept~~ award credit by examination based on the recommendations of the Articulation Coordinating Committee within the Florida Department of Education ~~Articulation Coordinating Committee's recommendations~~ for the following programs:

- Advanced Placement (AP)
- Cambridge AICE Exams

- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations
- International Baccalaureate (IB)
- UEXCEL Examinations

Students may receive transfer credit for courses taken at non-regionally or nationally accredited institutions, but students are required to provide, in addition to the official transcript, documentation as level, content, quality, comparability, and degree program relevance of the course.

~~In addition, credit may be awarded through TCC's Exemption Examinations, military credit, and experiential learning.~~

Credit for academic work completed at a ~~foreign non-U.S.~~ institution will be evaluated by institutional procedures, ~~and the International students~~ must also provide an official or certified copy of all postsecondary transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation. ~~course-by-course evaluation completed by an external evaluation service.~~

Transfer students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org).

~~A maximum of 75% of the required credit hours toward graduation at the College may be transferred.~~

It is the student's responsibility to provide the Admissions and Enrollment Services office or and Student Success- the Office of the Registrar's office ~~office~~ with an official transcript ~~form from~~ all previously attended postsecondary institutions.

The Provost, working with the Academic Planning Committee, has institutional authority over all procedures for transfer credit and the College Registrar has the authority to enact these procedures. The procedures are

The policy of the college with regard to transfer credit will be reviewed on a regular basis by the Provost and by the Academic Planning Committee, on a regular basis.

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Tallahassee Community College accepts transfer students from all environments and accepts a broad range of transfer credit. The written procedure is established in Administrative Procedure 10-22AP.

Transfer credit is accepted for freshman and sophomore-level coursework and may be evaluated as to level, content, quality, comparability and degree program relevance by the faculty in the appropriate academic unit. In establishing the eligibility for transfer credit, the faculty may ask students to provide additional information, such as the original college catalog, course descriptions, course syllabi, stated learning outcomes, assessment measures and sample student work.

A maximum of 75% of the credit hours required for degree completion and graduation at the College may be posted as transfer credit from another college, university, or other approved alternative sources, i.e. credit by examination; credit for military service; institutional exemption examinations; credit for industry credentials; credit for local articulation agreements; and experiential learning credit.

The College will award credit by examination based on the recommendations of the Articulation Coordinating Committee within the Florida Department of Education for the following programs:

- Advanced Placement (AP)
- Cambridge AICE Exams
- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Excelsior College Examinations
- International Baccalaureate (IB)
- UEXCEL Examinations

Students may receive transfer credit for courses taken at non-regionally or nationally accredited institutions, but students are required to provide, in addition to the official transcript, documentation as level, content, quality, comparability, and degree program relevance of the course.

Credit for academic work completed at a non-U.S. institution will be evaluated by institutional procedures. International students must provide an official or certified copy of all postsecondary transcripts and other examination results. All academic records must be issued in the native language and be accompanied by a certified English translation. Transfer students interested in receiving transfer credit for coursework completed at non-U.S. postsecondary institutions must also provide a course-by-course evaluation completed by a certified evaluation agency that a member of the National Association of Credential Evaluation Services (www.naces.org) or the International Education Credential Services provided by the American Association of Collegiate Registrars and Admissions Officers (www.aacrao.org).

It is the student's responsibility to provide the Admissions and Enrollment Services office or the Registrar's office with an official transcript from all previously attended postsecondary institutions.

The Provost, working with the Academic Planning Committee, has institutional authority over all procedures for transfer credit and the College Registrar has the authority to enact these procedures. The procedures are reviewed on a regular basis by the Provost and the Academic Planning Committee.