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June 21, 2021

M E M O R A N D U M

TO: Jim Murdaugh, Ph.D.
President

FROM: Calandra Stringer, Ph.D.
Vice President and Provost

SUBJECT: Policy Manual Change

Item Description
This item requests Board approval of Policy 10-22, Transfer of Academic Credit.

Overview and Background
The College is proposing to modify Policy 10-22 to allow students to transfer credit course work into TCC provided the credit earned is a grade of D or higher. The modification will remove barriers for students who transfer to TCC and are negatively impacted by grades of F or W. This change will allow transfer students with F or W grades to receive financial aid whereas they were previously denied financial aid. The modification also aligns with majority of institutions in the Florida College System.

Funding/ Financial Implications
None

Past Actions by the Board
The Board last took action on Policy 10-22 on January 21, 2014.

Recommended Action
Approve revision of College policy as presented.

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	**SEE ALSO:**
DATE ADOPTED: 05/17/10; Revised 06/28/10; 02/18/13; 01/21/14	

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. Credit is awarded provided the credit earned is a grade of "D" or higher. 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.

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