

TCSG 5.1.8.p: SCTC Procedure Articulation and Transfer

Revised: October 18, 2021

I. PURPOSE:

In order to ensure that students are served in accordance with the philosophy and mission of the State Board, Southern Crescent 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 associated with Southern Crescent Technical College.

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. A minimum of twenty-five percent (25%) of the course work of a particular program of study must be completed at the Southern Crescent Technical College.
2. Southern Crescent Technical College engages in a prior learning assessment for awarding of credit for non-credit work-related experiences and or training.

3. Transferability of Credit – Southern Crescent Technical College honors local secondary and post-secondary articulation agreements statewide when students move from one area of the state to another
4. Southern Crescent Technical College does not require students repeat learning support courses successfully completed at another technical college.
5. Designation of Credit: Exemption credit awarded is indicated by use of the letters "EX" on transcript/permanent records. Transfer credit awarded is 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 is 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 an institutional 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 –Accurate evaluations of international credentials are required 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.

International Articulation – Southern Crescent Technical College 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. Southern Crescent Technical College may establish articulation agreements with interested area high schools to ensure that students receive course credit when established competencies have been achieved. Any articulation agreement must be a formal written agreement between interested area high schools and the Southern Crescent Technical College.
2. Evaluation for Awarding Credit - Southern Crescent Technical College banks 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 Southern Crescent Technical College. The secondary student must matriculate within 2 years after high school graduation, unless dictated by programs standards. No fee shall be charged to students taking an exam to evaluate articulated credit from high school. Each technical college is responsible for the academic quality of any course work or credit recorded on the Southern Crescent Technical College transcript.
3. Southern Crescent Technical College participates in articulation advisory committees with members from both secondary programs and Technical college programs to develop articulation agreements.

D. Standardized Exam Credit

Southern Crescent Technical College awards 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 is 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

Southern Crescent Technical College awards credit for training received in the Armed Forces. The training must 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 will be given when training experience meets required competencies of courses offered at the Southern Crescent Technical College.

F. Prior Learning Assessment (PLA)

Southern Technical College awards college credit for on the job learning, corporate training, independent study, military service, industry certification/credential, 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. Southern Crescent Technical College assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript. The college engages in a process for evaluating the knowledge and skills acquired in order to award college credit.

Corporate Training and Independent Study: The program instructor will evaluate the competencies required of the corporate training or independent training and compare to course competencies of credit courses in that program. Students with corporate training and independent study that substantially match the competencies of credit course(s) will be awarded credit for those course(s).

On the job training, military service, and volunteer service: The program instructor will evaluate competencies required in job descriptions for positions the student has held, and compare to competencies of credit courses in that program. Students with experience that substantially match the competencies of credit course(s) will be awarded credit for those courses. That experience must have occurred within the past five years.

Industry Certifications and Licenses: The program instructor will evaluate competencies necessary to obtain the industry certification or license and compare to credit courses in the program. Students with current industry certifications and licenses requiring competencies that substantially match the competencies of credit course(s) will be awarded credit for those course(s). The student must have occupational experience within the past five years.

G. Institutional Exemption Exam

Southern Crescent Technical College allows 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. Southern Crescent Technical College publishes information as to which courses have an exemption exam and how to apply. Southern Crescent Technical College charges a flat fee, not to exceed 25% 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.