

DAVIDSON-DAVIE COMMUNITY COLLEGE

Students

ACCEPTANCE OF TRANSFER STUDENTS/CREDIT

POLICY 5.1.2

- A.** Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.
- B.** Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is seventy five percent (75%) of the program credential requirements. Transfer credit is not calculated into the student's grade point average.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

- 1.** Accreditation of the school by a regional or national accrediting body recognized by the Council for Higher Education Accreditation (CHEA). Accreditation does not guarantee acceptance of transfer credit.
- 2.** Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
- 3.** Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers and the National Association of Foreign Student Affairs.
- 4.** 4. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Once a course is approved for transfer from a particular school, the course will be entered on a master list maintained by the Student Affairs Registrar. Work Based Learning courses, and other courses as identified by program criteria and maintained in the Student Records Office, will be evaluated to see if credit will be awarded.

- C.** The responsibility for determining transfer credit from other colleges and universities rests with the Registrar. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate faculty member(s) and academic administrator, whose decision will be final. In such cases, the Registrar will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for allied health program courses. The Registrar and the appropriate academic administrator will maintain a list of courses that have time limits for transfer.
- D.** The College recognizes the following additional opportunities for awarding transfer credits:
- 1.** College Board Advanced Placement Program (“AP”): College course credit will be granted to students who pass the AP examinations with a score of three, four or five. Students must submit a College Action Report to the Student Records office for consideration of granting college credit.
 - 2.** College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Student Records office for consideration of granting college credit.
 - 3.** DSST (Formerly DANTES): College course credit will be granted to students who achieve the minimum score for DSST examinations following the guidelines set by the American Council on Education.
 - 4.** Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College, including continuing education courses, related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have demonstrated satisfactory completion or successfully passed the applicable credentialing exam. The appropriate academic administrator for each discipline will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which CE to CU credit may be awarded must meet all SACSCOC credential requirements.
 - 5.** Career and Technical Education (CTE). Students who successfully completed high school Career and Technical Education courses may receive credit for Davidson-Davie Community College courses that cover the same content or skills development as identified by statewide or local articulation agreements. Students must have received a grade of “B” or higher in their high school course and have achieved a grade of “A” on the standardized CTE assessment.

To receive credit, students must enroll at the community college within two years of their high school graduation.

- E. Students who have attended a college or university outside the United States must have their transcripts evaluated by a National Association of Credential Evaluation Services (NACES) recognized member before they can be reviewed for possible transfer credit. Evaluation of foreign transcripts by a NACES member does not guarantee transfer credit will be granted.
- F. The President is authorized to develop procedures to implement the provisions of this policy. The President may also authorize the granting of college credit from other sources, not listed above, that is either approved by the Southern Association of Colleges and School Commission on Colleges or generally accepted by universities and community colleges in North Carolina.

Adopted: April, 2020

Cross Reference: Policy 5.1.4 Credit By Examination and Joint Services Transcript