

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

## Articulation and Transfer

**Revised:** July 19, 2021; August 31, 2015; and July 15, 2015.

**Last Reviewed:** July 26, 2023; October 3, 2022; September 6, 2019; October 17, 2018; and October 30, 2017.

**Adopted:** January 14, 2014.



### I. PURPOSE:

To ensure that students are served under the philosophy and mission of the State Board, each 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 Board.

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

TCSG State Board Policy 5.1.8. – Articulation and Transfer.

### III. APPLICABILITY:

All work units and Technical Colleges are 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.

**Articulation:** granting credit to a student for educational experiences or courses undertaken at another institution.

**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 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 use a prior learning assessment to award 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, colleges should make every attempt to ensure students do not repeat learning support courses already 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 using the letters "AC."

## **B. Transfer Credit**

1. **Traditional** - Course credit may be awarded for courses completed with a "C" or better or other grades that denote successful completion from a college, university, or other post-secondary 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 post-secondary institution that is authorized and/or accredited by the 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.
4. **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.
5. **International Articulation** – Colleges may establish an Articulation Agreement or Joint Diploma/Degree Plan with an international college, university, or other post-secondary institution authorized and/or accredited by the 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. Evaluation for Awarding Credit- Technical Colleges shall bank credit after a secondary

student successfully passes the exemption exam or another Technical College assessment measure deemed appropriate by the Technical College 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 two years after high school graduation unless dictated by program standards. No fee shall be charged to students taking an exam to evaluate articulated credit from high school. However, each Technical College is responsible for the academic quality of any course work or credit recorded on the Technical College's transcript.

3. Technical Colleges should participate in articulation advisory committees with members from both secondary programs and Technical College programs to develop articulation agreements.

#### **D. Standardized Exam Credit**

1. Technical Colleges will award credit based on nationally normed exams including, but not limited to, the following:
2. CLEP - Credit will be awarded for completing any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on the Council on College Level Services score recommendations.
3. 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 International Baccalaureate Examination Board offers the IB Examinations.
4. 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.
5. The College Entrance Examination Board offers the Advanced Placement Examinations.

#### **E. Military Training Credit**

1. 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 the required competencies of courses offered at the institution.

#### **F. Prior Learning Assessment (PLA)**

1. Colleges may award 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 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 coursework or credit

recorded on the institution's transcript.

**G. Institutional Exemption Exam**

1. Technical Colleges may allow students to exempt courses by demonstrating thorough mastery of written and/or performance exams developed locally or by statewide faculty groups and adequately demonstrate the necessary competency level. Each Technical College should publish information on which courses have exemption exams and how to apply for them.
2. Each Technical College may charge a flat fee, not to exceed 25 percent 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.