

SECTION 3, COMPREHENSIVE STANDARD 3.4.4

The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript (see Commission policy "*The Transfer or Transcribing of Academic Credit*").

JUDGMENT OF COMPLIANCE

Compliant

Partially Compliant

Noncompliant

RATIONALE FOR JUDGMENT OF COMPLIANCE

North Georgia College & State University policies for accepting, evaluating, awarding credit to students for course work, examinations or experience completed away from NGCSU are defined and available to prospects of NGCSU and the NGCSU community of students, faculty and staff. In order to assure the academic quality of any coursework or credit recorded on the university transcript, the Offices of Undergraduate Admissions, Graduate Studies, the Registrar's office, each NGCSU academic department and the Office of Academic Affairs work collaboratively to verify the quality of transferred coursework and credit utilizing the American Association of Collegiate Registrars and Admissions Officers (AACRAO), Board of Regents (BOR) guidelines for transfer credit, department chair evaluations and other accrediting bodies outlined below. NGCSU policies are consistent with our mission to foster an environment of academic excellence that enables our students to continue their intellectual growth.

The BOR established transfer guidelines for each USG member institution. This policy ensures the transferability of college level coursework—particularly in the core curriculum—between its institutions and its applicability towards degree programs at the receiving institution [[1](#)]. This policy was established to ease transfer between University System institutions by the student. For example, if a student satisfies AREA A of the core curriculum at a USG school, this AREA will be considered met at NGCSU when the student transfers.

Undergraduate transfer admissions policies are described in the Undergraduate Bulletin [2, p. 47]. When applying to NGCSU as an undergraduate, the prospective student must provide official transcripts from all prior institutions that he/she has attended. These transcripts are initially reviewed for admissibility. The applicant must have a satisfactory academic record (a minimum of a 2.0 cumulative grade point average [GPA] on a 4.0 scale and be in good academic standing) from a degree granting, regionally accredited institution to be considered for admission. Admission is based on the number of transferable credits completed at the prior institution(s) and the overall cumulative GPA. If the applicant presents fewer than 30 semester hours (or 45 quarter hours), he/she will be required to meet the admission requirements for regular freshman admission to NGCSU as well.

A transfer applicant's academic qualifications for admission will ordinarily be based on university transcripts; however, the Director of Admissions may require high school transcripts to use in the evaluation. Undergraduate Admissions may reject the application or all or any part of previously earned credits for degree credit at NGCSU if there is any reason to believe that the quality of the educational programs of the previous institution is unsatisfactory. For students who were suspended from NGCSU and would like to be readmitted, the work undertaken at another institution during the term of suspension from NGCSU cannot be transferred into NGCSU for credit towards a degree.

Students applying to NGCSU at the graduate level encounter similar policies regarding the acceptance of transfer work from previous institutions. These policies are described in the Graduate Bulletin [3, p. 14] —Transfer, Transient, Extension and, Correspondence Credit. The primary differences are that only a maximum of six graduate semester hours may apply toward an NGCSU master's or education specialist degree. This credit must be from a regionally accredited institution and not previously applied to another degree. The student must have earned a grade of "B" or higher. The credit must be earned within six years prior to the projected or completion term of the degree the student is pursuing in order to be considered for transfer. Credit offered for transfer must have the approval of the Director of Graduate Studies and the head of the student's department or advisor of the student's major. Credits are carefully evaluated by the respective departments to ensure comparability to NGCSU's curricula.

Transfer credit

After the undergraduate student is admitted each transcript is evaluated and course equivalents are posted to the student's NGCSU transcript (as appropriate). In some instances courses that do not transfer are posted to the student's record as "non-transferable" (non-collegiate level work, for

example). Updates are made to the NGCSU record when updated transcripts arrive from the student's prior college.

NGCSU accepts the credit from any regionally accredited institution. When transcripts are evaluated for newly accepted students, each prior college's accreditation is checked and verified by the accrediting agency or on the American Association of Collegiate Registrars and Admissions Officers (AACRAO) website [4].

If the prior college is regionally accredited, each course listed on the transcript is evaluated for courses that are equivalent to those offered at NGCSU. Courses that do not have an exact NGCSU equivalent are transferred in "by title" and are noted on the NGCSU transcript with an X suffix on the course number. The Registrar's office does seek assistance from departments to make course determinations when course equivalencies cannot easily be made.

The Registrar's office makes available on its website a resource that enables current and prospective transfer students to find course equivalencies for courses from regionally accredited institutions [5]. This transfer course equivalencies resource is also available on the Undergraduate Admissions site.

Nursing courses from other nursing programs may transfer into NGCSU after review of course materials and with special approval from the department. (See professional credit section below). The RN-BSN program adheres to Georgia's RN-BSN articulation agreement and awards a set number of credits to those holding an associate degree in nursing which are held in escrow until the student completes successfully the first nursing course, NURS 3110.

Departmental assistance is also sought when students transfer from prior colleges outside of the United States. These students provide official academic credential evaluations from approved outside agencies and submit these to NGCSU. The Registrar's office and department chairs collaborate to determine credit that should be awarded for the students' work.

The BOR established guidelines for credit transfer between Commission on Colleges (COC) accredited Department of Technical and Adult Education (DTAE) institutions and University System schools [6]. A student from a COC accredited DTAE school can transfer certain math and/or English courses to NGCSU, if he/she has certain minimum test placement scores as a part of this Mini Core project.

NGCSU offers an opportunity for students to participate in dual degree programs [7, p. 18] in engineering, chemistry, mathematics, and physics. Students complete core courses at NGCSU and transfer to Clemson University or Georgia Institute of Technology to complete their degree requirements for both institutions. When the student graduates, he/she will earn baccalaureate degrees from both NGCSU and the engineering institution.

As the military institution of Georgia, NGCSU partnered with the Defense Language Institute (DLI) [8, p. 19] to create a transfer program for students training to become military linguists. NGCSU students complete certain courses at NGCSU that transfer to the DLI to apply towards their Associates degree there. When these students complete their program at the DLI and return to NGCSU to complete their Baccalaureate degree, their credit from the DLI will transfer back to NGCSU and may be used towards their degree program at NGCSU.

Experiential Learning

The only credit NGCSU grants for experience is based on a student's military experience. This practice is based on BOR policy [9]. Students who have served on active duty or have attended military training may provide a copy of appropriate documentation (DD-214, AARTS transcript, SMART transcript, etc.) that categorizes and defines the duties performed or skills learned by the student while he/she was serving. NGCSU uses the ACE Guide for Military Credits [10] as a course recommendation for credit for military experience. Credit for college level work is generally granted and placed on the student's transcript.

Advanced Placement and Other Credit by Exam

NGCSU's policy on advanced placement (AP), college level exam program (CLEP), international baccalaureate (IB) and other credit by exam programs, courses or placements is available online [11]. AP and IB are based on tests completed prior to enrollment at NGCSU. CLEP credit is granted prior to the student ever attempting or enrolling in the course at the collegiate level. Other credit by exam placements are administered at the departmental level and forwarded to the Registrar's office (with the approval from the Associate Vice President for Academic Affairs) to record on the student's transcript [12, p. 49].

Professional Credit

NGCSU only grants credit for a professional program for students in the LPN-ASN Nursing program. These students are certified licensed practical nurses (LPNs) that are coming to NGCSU to complete their Associate degree. After completion of a summer transition course to validate skills and coverage of

first year ASN content, the Nursing department may grant credit for the first two ASN nursing courses (NURS 1100 and NURS 1110) to these students based on their nursing experience and successful completion of NURS 1090. [13]

Document Reference:

Number	DBM Num	Document Title	Resource
1		Board of Regents, Academic Affairs Handbook, Section 2.04.04, Transfer of Core Curriculum Credit Between USG Institutions	http://www.usg.edu/academics/handbook/section2/2.04/2.04.04.phtml
2		NGCSU Undergraduate Bulletin, 2004-2006, Undergraduate Admissions Transfer	http://www.collegesource.org/displayinfo/cataloglink.asp?pid={B7D26C41-3189-4993-A182-5B5C65B87E21}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5 , p. 47 of PDF
3		NGCSU Graduate Bulletin, 2004-2006, Transfer, Transient, Extension, and Correspondence Credit	http://www.collegesource.org/displayinfo/cataloglink.asp?pid={A0BA6F5B-46EF-41E2-A425-C3574803691F}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5 , p. 14 of PDF
4		AACRAO Web Site	http://www.aacrao.org
5		NGCSU Information System, Transfer Course Equivalencies	https://eagle1.ngcsu.edu:2001/pls/prod/COM_F03_PKG.equiv_crse
6		Board of Regents, Academic Affairs Handbook, Section 2.24, Acceptance of Core Coursework and Placement Test Scores from DTAE Colleges	http://www.usg.edu/academics/handbook/section2/2.24.phtml
7		NGCSU Undergraduate Bulletin, 2004-2006, Dual Degree Program	http://www.collegesource.org/displayinfo/cataloglink.asp?pid={B7D26C41-3189-4993-A182-5B5C65B87E21}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5 , p. 18 of PDF, p. 15 of hard copy
8		NGCSU Undergraduate Bulletin, 2004-2006, Defense Language Institute Program	http://www.collegesource.org/displayinfo/cataloglink.asp?pid={B7D26C41-3189-4993-A182-5B5C65B87E21}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5 , p. 19 of PDF, p. 16 of hard copy

Number	DBM Num	Document Title	Resource
9		Board of Regents, Academic Affairs Handbook, Section 2.24, Credit for Military Service	http://www.usg.edu/academics/handbook/section2/2.20.phtml
10		ACENET Military Guides	http://www.militaryguides.acenet.edu/
11		NGCSU Academic Affairs Web Site, Credit by Examination, Clep, and AP	http://www.ngcsu.edu/VPAA/credit_ex.shtml
12		NGCSU Undergraduate Bulletin, 2004-2006, Credit by Examination	http://www.collegesource.org/displayinfo/cataloglink.asp?pid={B7D26C41-3189-4993-A182-5B5C65B87E21}&oig={1FD70D8E-2B26-4AEB-B696-5991983E2CD1}&vt=5 , p. 49 of PDF, p. 46 of hard copy
13		Georgia's RN-BSN Articulation Agreement	http://www.ngcsu.edu/sacs/Reference_Room/documents/NGCSU_documents/RN-BSNArticmod121503.pdf