

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Acceptance of Transfer Credit

Revision Date: 10/96, 12/15/98

Responsible Area: Vice President, Student Services/Research

Responsible Office: Admissions & Records

Policy Reference: Approved by Curriculum Committee – 10/17/98, 4/14/98

The following procedures will be used to award transfer credit:

Transcripts: Official transcripts are required. Notation of transfer credit accepted is not made on the COS transcript.

Accredited U.S. Institutions: Credit is accepted from accredited United States degree-granting and non-degree granting institutions that are listed in the Accredited institutions Postsecondary Education directory published for the commission of Recognition of Postsecondary Accreditation by the American Council on Education.

Degree Granting Institutions: A maximum of 48 transfer units can be accepted From degree-granting institutions. Students with transfer credit must fulfill the 12 or 45 unit Associate degree residence requirements.

Non-degree Granting Institutions: A maximum of 15 semester units is accepted from non-degree granting institutions. Clock hours will be converted to semester units using the formula:

One unit for every 18 clock hours of academic coursework.

One unit for every 54 hours of activity coursework.

Credit to meet specific COS requirements must be approved by a counselor and, if necessary, the appropriate faculty member. Campuses attended after COS may have different procedures for evaluating and accepting credit from non-degree granting institutions.

Recency: Other than course recency requirements for programs such as Nursing, there is no limit to the age of transfer credit.

Award of Credit for Alternative Learning Experiences

U.S. Military Service Schools: COS credit for military schools is awarded to currently enrolled COS students who have completed a minimum of 12 units of course work at COS. Credit is published by the American Council on Education. A maximum of 15 units is awarded and recorded on the student's COS transcript. Credit must be approved by the Veteran's Advisor, a counselor, or the Vice President - Student Services/Research.

Prior Work Experience: Credit is not awarded for prior work experience. Students may enroll in Work Experience for paid or volunteer work experience currently in progress.

Life Experience: Credit is not awarded for life experience.