

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4237**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Transfer Credit

Revision Date: 10/96, 12/98, 03/08, 11/08, 3/2/10; September 24, 2013

Responsible Offices: Vice President, ~~Student Learning Office~~ Academic

Affairs

Policy Reference: Approved by Curriculum Committee 10/17/96, 4/14/98, 3/4/08

A. General Provisions

1. Transcripts

Official transcripts are required.

2. Application of transfer credit to specific requirements

Transfer courses must be approved by Counseling Services and, if needed, by an appropriate full-time faculty member or their Dean or Director. Transfer courses that satisfy a degree or certificate requirement at the institution where the course was taken may be used for the same purpose at COS if the transfer course is comparable to an approved COS courses. Degree applicable credit awarded by the prior institution will be accepted. Colleges attended after COS may have different procedures for evaluating and accepting transfer credit and it is possible that they may not accept transfer credit that was accepted by COS.

3. Quarter system credits

Quarter units x .667 = semester units. The resulting figure is not rounded up. A four quarter-unit course may be accepted to meet a three semester unit COS requirement. A three quarter-unit course does **not** satisfy a three semester unit course requirement in COSGE Area A, B, C, D, E, F. (Title 5 s55063 (b)(1)).

4. Upper division credit

A maximum of nine upper division units can be used toward an Associate Degree or a certificate.

B. College and University Credit

1. COS transcript notation

Accepted college and university credit will be added to the student's COS transcript.

2. Unit limitations

- A maximum of 48 semester units is accepted from accredited degree-granting institutions.
- A maximum of 15 semester units is accepted from accredited non-degree granting institutions. Clock hours are 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.

Commented [PC1]: Is this still accurate?

3. Accredited U.S. institutions

Credit is accepted from United States institutions that were listed in the *Accredited Institutions of Postsecondary Education* directory published by the American Council on Education at the time the courses were completed.

4. Accredited English-speaking international institutions

Credit is accepted from international institutions that:

1. Are listed in the *Accredited Institutions of Postsecondary Education* directory, and
2. Have their official transcript is in English, and
3. Have an academic year that is based on the semester, quarter, trimester, or 4-1-4 terms.

If one or more of the above conditions are not met, credit is accepted based on the recommendation of a COS-approved transcript evaluation service.

5. Other international institutions

Credit from international institutions that do not satisfy the criteria above is accepted on the recommendation of the COS-approved transcript evaluation service. Fees are paid by the student.

6. Approved transcript evaluation service

IERF – International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231 Phone 310.258.9451 Fax 310.324.7086 www.ierf.org

C. Awarding Credit for Non-Collegiate Instruction

1. COS transcript notation

Notation of credit for non-collegiate instruction is made on the COS transcript after the student has completed 12 units at COS.

2. Residency

Credit awarded for non-collegiate instruction is not counted toward satisfying COS residency requirements.

3. AP - Advanced Placement examinations

The required passing score, units awarded, and the general education or COS course equivalents for the AP exams accepted by COS is contained in the COS AP credit procedure.

4. CLEP – College Level Examination Program

The required passing score, units awarded, and the general education or COS course equivalents for the CLEP exams accepted by COS is contained in the COS CLEP credit procedure.

5. IB – International Baccalaureate

The required passing score, units awarded, and the general education or COS course equivalents for the IB exams accepted by COS is contained in the COS IB credit procedure.

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6. Approved training programs

A maximum of 15 semester units will be awarded from approved training programs that are listed in the *National Guide to Educational Credit for Training Programs* published by the American Council on Education. Credit must be approved by a Counseling Services counselor.

7. U.S. armed services schools

A maximum of 15 units of elective credit will be awarded for completion of U.S. armed services training schools. Credit is awarded using the recommendations in the *Guide to the Evaluation of Educational Experiences in the Armed Services* published by the American Council on Education. Credit must be approved by the COS Veterans Counselor or a Counseling Services counselor.

8. Life experience or prior work experience

COS does not award credit for life experience or prior work experience but will accept such credit from accredited institutions under the provisions of Sections A and B above.