



## Policy and Procedures

### Guidelines for the Evaluation of Transfer Credit

#### General governing principles

1. ALL credit presented for transfer consideration must be evaluated from primary documents. We do not accept credit onto the Brewton-Parker College from a secondary or unofficial source.
2. Courses are routinely accepted from other regionally-accredited institutions subject to the limitations specified below.
3. Courses from other institutions may be considered for transfer. See specifics below.
4. Credit may be accepted from non-traditional sources as noted below.
5. Courses not accepted in the initial evaluation may be appealed. The appeal process is stated below.

#### Transferring credit from regionally-accredited, non-technical post-secondary schools

- The school must have been accredited at the time the degree/credits was/were earned.
- Courses will be accepted only from primary documents. An unofficial evaluation may be done from faxed documents or from transfer information on another school's transcript when time is critical, but nothing will be officially accepted until final transcripts have been received and reviewed.
- Developmental courses are not eligible for transfer.
- Transfer courses with a passing grade other than some variant of A, B, C, or D will be transcribed as CR and will not count into the GPA.
- Brewton-Parker College accepts courses at the same level as the originating institution codes them. Thus lower-level (LL) courses are accepted as LL; upper-level (UL) courses are accepted as UL ones. If a student believes a course taken at LL at a prior institution contains the same content as our UL one, he must appeal through our office, providing the same documentation as for all other transfer appeals (see below).
- Brewton-Parker College accepts college-level undergraduate courses with grades of A, B, and C. We will accept courses with a grade of D if three conditions are met:
  - There is another course of equivalent hour count with a grade of A or B on the same transcript to offset it.
  - No physical activity course can be used to offset an academic D.
  - ENG 101 and 102 must have a grade of C or better. No D can be accepted in these courses.
  - Acceptance of transfer credit does not ensure applicability to a particular major.

### Transferring credit from a regionally-accredited technical institute or college

- Courses earned after the institution entered candidacy stage may be considered for transfer.
- Courses numbered 190 or higher are considered academic courses and may be accepted either under the BPC number or under their number if no BPC equivalent exists.
- Courses which are clearly technical may be accepted up to a limit of 24 hours solely for the purpose of completing the technical component of the BBA in Technical Management. They may not apply to any other degree or major.
- Courses in academic content which are numbered lower than 190 are not automatically subject to transfer. They may be considered in one of two ways.
  - They may be covered under an articulation agreement established with that institution and accepted accordingly.
  - They may be considered under appeal (procedures below)

### Transferring credit from non-regionally accredited colleges and universities

- Credit from institutions with which we have articulation agreements is accepted as stipulated in the agreement.
- Only credit that will apply toward the degree will be placed on the Brewton-Parker College transcript.
- Credit from institutions with which we do not have an articulation agreement may be sought through the appeals process (see below).

### Transferring credit from non-regionally accredited technical institutes or colleges

- No credit may be accepted from technical institutions which are not regionally accredited.

### Transfer credit from non-traditional sources

- A limit of 30 hours of non-traditional credit may be transcribed from all transfer sources.
- No credit from non-traditional sources will impact the GPA.
- Acceptance of non-traditional credit onto the Brewton-Parker College transcript will be based on ACE recommendations and/or division review. For division review, see appeals process below. Also note comment on Prior Learning Credit.
- Credit will be evaluated from primary documents only. NO CREDIT will be accepted from another institution's transcript directly to ours. Students must present official score reports or analyses directly from the awarding agency. Examples of types of non-traditional credit and their primary sources are as follows:
  - Military credit may come only from an AARTS transcript (or companion source for other services)
  - PE credit (2.0 hours) may be taken from the DD214 documenting at least 6 months of duty if an AARTS is not supplied. That credit will not be duplicated by recommended credit on AARTS.
  - Corporate training must be documented on an ACE transcript.
  - CLEP and AP credit must come from an official score report issued directly from ETS, the College Board, or through Dantes, etc. unless the student tests on our own campus and the report comes to us from our testing center.

- Prior Learning is evaluated through the presentation of a portfolio to the chair of the Business Division. This division is the only one that currently awards credit for prior learning and only for students enrolled in the cohort program. Credit recommendation will be made after portfolio review.

### Appeals Process

If a student believes a course of work taken at a prior institution contains the same content and learning as a Brewton-Parker College course and he is not awarded that credit in the initial evaluation process, he may appeal that decision in the following manner.

- Obtain a copy of his course syllabus from the prior institution.
- Present the syllabus to the registrar's office along with a letter stating the BPC course for which he believes he should receive credit along with the syllabus from the prior course.
- The letter and syllabus will be given to the chair of the division which houses that BPC course.
- The chair will review the syllabus or give it to one of the professors who teaches that content area for consideration.
- The chair (or his designee) will return the student's letter, the syllabus, and a written response to the appeal to the registrar.
- The registrar will place the credit on the transcript and integrate it appropriately into the degree plan if the division's review is in the student's favor.
- The registrar will notify the student in writing (copying the division chair) of the decision and any subsequent actions.
- The decision of the division will be considered final and binding.

### Clarification procedures when transcript information is vague

- When the content of the course is in question, clarification will be sought by reviewing the originating school's course description via catalog or online course listings or by calling the registrar's office and obtaining a faxed copy of the course description. Specific information may be required such as whether a course included a lab component. That information will be noted on the printed copy and attached to the evaluation report.
- When the evaluator is unsure of equivalencies, the division chair will be asked to review available documentation. The decision of the division will be followed, but may be subject to appeal if the review documentation did not contain syllabus.