

Procedure 3.0925

Advanced Standing and Transfer Credit Procedure

All requests for transfer credit should be made before enrolling at Beaufort County Community College. Students desiring to have credits transferred from another post-secondary, regionally-accredited institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other post-secondary institutions should be submitted no later than six weeks into the term in which they are enrolled.

Only courses with a grade of C or higher, or courses with grades of passing (P) implemented through a Pass/Fail option during an emergency situation, will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally-accredited institutions will be reviewed by the Registrar's Office and evaluated using the Combined Course Library (provided by the North Carolina Community College System) and the UNC Data Mart Reverse Transfer Crosswalk (provided by the UNC General Assembly). Any potential transfer course not in the NCCCS Combined Course Library or UNC Data Mart Crosswalk will be evaluated for credit by the appropriate Beaufort County Community College faculty member. The faculty evaluation is final.

In order to obtain transfer credit faculty evaluations, the student must supply the College with the appropriate transcripts as well as provide course descriptions to the Registrar's Office if required. Course descriptions are required for any course that is not in the NCCCS Combined Course Library or the UNC Data Mart Crosswalk or the College's database of transfer course equivalencies. The student's transcript(s) will then be evaluated by the Registrar's Office and any appropriate faculty. Upon request, the student will be provided with a copy of their transfer course evaluation after completion of the process.

Any transfer student who possesses an Associate in Science or an Associate in Arts or baccalaureate degree from a regionally-accredited college or university will have satisfied the general education and student success/orientation requirements for all programs of study and will have satisfied developmental education pre-requisites for all courses requiring such prerequisites. Transfer credit for specific majors is accepted to the extent that acceptance of the credits would not conflict with discipline-specific requirements from accrediting agencies, licensure bodies, or competitive admission programs.

The decisions as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed, and how such transfer credit will be applied, are discretionary on the part of the College. In general, courses will be considered for transferability regardless of their age; however, with approval from the Vice President of Academic Affairs, some programs may restrict the age of courses used for program admission, prerequisite purposes and/or program completion.

Credit by Examination

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course.

A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use [Request for Special Examination form](#).)
2. Obtain approval of instructor and dean.
3. Register and pay fees for the course.
4. Take the examination by the census date for the course consistent with [1D SBCC 800.8](#).

The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is non-refundable.

A student who has registered for a course (including for audit) and has been a member of the class beyond the census date of the course will no longer be eligible for credit by examination for that course.

Military Credit

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services and the College's Credit for Prior Learning (CPL) [handbook](#). Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Office to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the Registrar's Office. Questions concerning credit for military schools should be directed to the Admissions Office.

Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the vice president of Academics.

College Level Examination Program (CLEP) Credit

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Contact the Registrar's Office for information regarding the CLEP Testing Program and the College's CPL [handbook](#).

Advanced Placement (AP) Credit

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The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in the high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar and the College's CPL [handbook](#).

Tech Prep Advanced Placement

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors.

To receive articulation credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

1. Final grade of B or higher in the high school course.
2. Score of 93 or higher in the standardized CTE post-assessment.

Details concerning specific requirements are available from the high school counselors, the Admissions Office, and the College's CPL [handbook](#).

Credit for Prior Learning

Where appropriate, the College grants credit for knowledge and skills acquired outside the classroom as outlined in the College's CPL [handbook](#).

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References: [Academic Policy](#)

History

Leadership Council Review Approval Dates: 10/12/18

Senior Staff Review/Approval Dates: 7/1/2015, 7/31/2018, 9/22/2020, 4/13/2021

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

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