

## Transfer Credit Procedure

### Determination of Transferability

Jefferson College awards college credit from regionally accredited colleges and universities. Credit earned from non-regionally accredited colleges and universities will be reviewed on a course-by-course basis. Coursework must be transferable at the baccalaureate level or higher.

Developmental/remedial coursework will not be accepted in transfer to apply toward a degree; however, it may be used to meet prerequisites.

### Official Transcripts

In order to have transfer credit evaluated, transfer students must submit official transcripts from their transfer institution. The transcripts must be issued as official by the transfer institution and sent directly to Jefferson College. Transcripts issued to the student will not be considered official.

Transfer students should have their transcripts sent to the following address:

Office of Enrollment Services  
Jefferson College  
1000 Viking Drive  
Hillsboro, MO 63050

Transfer work is evaluated as transcripts are received for continuing or returning students. For new transfer students, transfer work is evaluated once the student has registered for classes.

### Determination of Course Equivalencies

Initial determinations of transfer credit equivalencies are made by the Director of Enrollment Services through a comparison of course titles and descriptions. If substantial similarity exists between a course taken at another institution and a Jefferson College course, transfer credit will be awarded for the Jefferson College course. If substantial similarity does not exist, but the course is in a subject matter taught at Jefferson College under a specific course prefix, elective credit will be awarded under that prefix (e.g., ENG electives for an English course). If substantial similarity does not exist, and the course is not in a subject matter taught at Jefferson College, but the course is determined to be at the baccalaureate level and would meet an elective requirement, general elective credit will be awarded under the prefix TTT.

The Director of Enrollment Services will evaluate coursework applicable to general education and electives. Courses which are major-specific in the career and technical education area will be reviewed by the appropriate Division Chair or faculty member.

Transfer course equivalencies are based on current policies and generally reflect course numbers from the Jefferson College catalog at the time the evaluation is conducted. Jefferson College courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well.

### Applicability of Course Work to Degree

The Director of Enrollment Services will review each college transcript to determine applicability of coursework to the student's Jefferson College degree. Only those courses which apply to the student's degree are posted. When a student changes his/her major, he/she should notify the Director

of Enrollment Services so the courses can be reevaluated for applicability to the change in major/degree. Transfer work will only be evaluated for students who are degree-seeking.

In some cases, the Director of Enrollment Services may ask the student to supply additional information about courses which may include: syllabus, catalog description, etc.

Once coursework has been evaluated, the transfer student will be able to view his/her transcribed credits in MyJeffco.

### Credit Hour Equivalencies

College credit is converted to semester hour equivalents. Quarter hours are converted to semester hours by a conversion factor of 2/3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for fewer credits than an equivalent course at Jefferson College (e.g., if a three credit hour course at another institution is substantially similar in content to a four credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course at Jefferson College but only for the number of credit hours earned at the other institution. In such cases, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for more credits than an equivalent course at Jefferson College (e.g., if a four credit hour course at another institution is substantially similar in content to a three credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course, but only for the number of credit hours that the course is offered at Jefferson College.

### Grade Equivalencies

Transfer grade equivalents will be determined and recorded with the student's transfer credit. Since Summer 1984, transfer grades are not included in the Jefferson College cumulative grade point average.

Transfer grades and grade point averages are assigned based on Jefferson College's grading policy. For courses taken at institutions that use a plus/minus grading system, the pluses and minuses are dropped in determining grade equivalencies. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used. For courses taken at institutions that use a grading system not comparable to the Jefferson College grading system, credit will be awarded on a credit/no credit basis.

Grade equivalencies are assigned as follows:

<b>Jefferson College Grade</b>	<b>Transfer Equivalent</b>	<b>Explanation</b>
A	TRA	Superior
B	TRB	Above Average
C	TRC	Average
D	TRD	Below Average
P	TRP	Pass
CR	CR	Credit by Exam

### Repeating Courses

The Jefferson College repeat policy, described in the College Catalog, will be applied in all cases in which students repeat the same course, regardless of where they are taken. For example, a student who receives less than an A on a course taken at Jefferson College may later take the course at another institution and transfer in the credit as a repeat of the course taken at Jefferson College.

### Transfer Credit Limit

No limit exists on the number of credits that may be transferred from other institutions. Students must complete a minimum of 15 credits at Jefferson College to earn a degree. This requirement is described in the College Catalog.

### Transfer of Dual Credit Courses

Courses taken for dual credit (courses for which students receive both high school and college credit) are evaluated in the same manner as traditional courses offered by the institution through which they were taken. No limit exists on the number of transfer credit hours that will be awarded for dual credit.

### Credit for Prior Learning

Jefferson College uses several methods designed to grant college credit to students with a wide variety of educational experiences. Any student enrolled at Jefferson College who has or would like to participate in the following programs may be eligible:

- Standardized Tests
- Institutional Challenge Examinations
- Industry Credentials
- Published Guides
- Apprenticeship Training
- Portfolio Evaluation

Students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning (CPL) in their educational planning.

### Standards for Awarding CPL

Academic credit will be awarded only for those courses directly applicable to curriculum requirements and to the student's declared certificate or degree program as outlined in college publications.

CPL may be applied toward the courses in the Associate of Arts, Associate of Science, Associate of Arts in Teaching, or Associate of Applied Science degree or certificate programs only for the purpose of satisfying prerequisites or graduation requirements.

All work assessed for CPL must meet or exceed “C” level work. “C” level work criteria shall be determined by Jefferson College faculty, division chair, or Evaluation Committee.

### Policy & Procedures

At least one credit hour must be successfully completed and transcribed on the student’s records before any CPL can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.

For all prior learning credit awarded, the course number, course title, number of semester hours, and grade of “CPL” will be posted on the student’s transcript and labeled CPL.

The College’s residency requirement specifies that a minimum of 15 credit hours must be completed at Jefferson College for graduation. Students may not fulfill the College’s residency requirement using CPL, with the exception of Apprenticeship credit.

If CPL is applied to the Associate of Arts, Associate of Science, Associate of Arts in Teaching, or Associate of Applied Science degree or certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.

All portfolios, documentation, and files regarding a student’s CPL will be maintained in the dean’s office of the applicable program.

A student appealing a CPL decision should contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 3207.

Prior learning experiences shall be evaluated only if requested by the student.

Academic credit will be awarded only for those courses directly applicable to curriculum requirements at Jefferson College and to the student’s declared certificate or degree program.

### Standardized Tests

#### ***College Level Examination Program (CLEP)***

The College Level Examination Program (CLEP) is designed to evaluate the student’s college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Examination Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams.

When the exam is similar in content to a course offered by Jefferson College, credit will be equated to a specific course. Credit is recorded on the student’s transcript and identified with “CPL” instead of a grade. Students who have college credit should note that credit will not be given for CLEP exams

if the student has college credit for the equivalent course. CLEP charges an \$80 fee, and Jefferson College charges a \$20 fee to proctor the exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

<b><i>Test - CLEP Subject Exams</i></b>	<b><i>Semester Hours</i></b>	<b><i>Jefferson College Course</i></b>
General Biology	5	BIO101 General Biology
Principles of Management	3	BUS120 Principles of Management
Financial Accounting	3	BUS240 Financial Accounting
Introductory Business Law	3	BUS265 Business Law
General Chemistry	5	CHM111 General Chemistry I
Info. Systems & Computer Applications	3	CIS125 Computer Concepts and Applications
Principles of Macroeconomics	3	ECO101 Macroeconomics
Principles of Microeconomics	3	ECO102 Microeconomics
College Composition Modular*	3	ENG101 English Composition I
English Literature	3	ENG225 English Lit: Before 1800 or ENG226 English Lit: After 1800
American Literature	3	ENG228 American Lit: Before 1865 or ENG229 American Lit: After 1865
French (Score 50-58)	5	FRN101 Beginning French
French (Score 59+)	10	FRN101 Beginning French & FRN102 Intermediate French
Western Civilization I	3	HST201 Ancient & Medieval Civilization
Western Civilization II	3	HST202 Renaissance to Early Modern Europe
Principles of Marketing	3	MGT150 Marketing
College Algebra	3	MTH134 College Algebra
Precalculus	5	MTH141 Precalculus
Calculus	5	MTH180 Calculus I
Introductory Psychology	3	PSY101 General Psychology
Human Development	3	PSY205 Human Development
Introductory Sociology	3	SOC101 General Sociology
Spanish (Score 50-62)	5	SPN101 Beginning Spanish
Spanish (Score 63+)	10	SPN101 Beginning Spanish & SPN102 Intermediate Spanish

*\*To receive credit for English Composition I, an essay, graded by Jefferson College English faculty, must be successfully completed in addition to receiving a passing score on the CLEP College Composition Modular test.*

### ***Advanced Placement Program (AP)***

Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance

Examination Board to Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

<i>Test Semester</i>	<i>Hours</i>	<i>Jefferson College Course Equivalency</i>
Biology	5	General Biology
Chemistry	5	General Chemistry I
Economics		
Macroeconomics	3	Macroeconomics
Microeconomics	3	Microeconomics
English	6	English Composition I & II
European History	3	Renaissance to Early Modern Europe
French	10	Beginning & Intermediate French
Mathematics		
Calculus AB	8	College Algebra & Calculus I
Calculus BC	10	Calculus I & II
Physics B	5	Elementary College Physics
Physics C	6	Introduction to Physics & General Physics I
Psychology	3	General Psychology
Spanish	10	Beginning & Intermediate Spanish
U.S. History	3	U.S. History I* or U.S. History II

\* In order to receive credit for U.S. History I, the student must also successfully complete PSC100, Missouri Constitutional Government.

### ***International Baccalaureate (IB) Credit***

International Baccalaureate credit will be awarded for students who complete standard level or higher level IB subjects with a score of "4" or above. IB credit is counted toward graduation requirements on the same basis as credits earned in the classroom. For more information, contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 3207.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

### ***American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)***

American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 3207.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

### ***DANTES Subject Standardized Test (DSST)***

DANTES Subject Standardized Test credit is awarded on a case-by-case basis. For more information, contact the Office of Enrollment Services at (636)481-3207/797-3000, ext. 3207.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

### ***Institutional Challenge Examinations***

#### ***Departmental Examinations***

Departmental Examinations are equivalent to the comprehensive final exam of the course. Examinations may be written, oral, demonstration, or a combination of all three. Examinations are evaluated by an area dean, faculty member, or designated subject matter expert.

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department's division chair or appropriate faculty person for applications. The cost is \$40.00 per exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

Available tests are:

- ETC103 DC Circuits
- ETC104 AC Circuits
- MSC232 Music Literature: After 1750
- MTH105 Industrial Math
- MTT108 Industrial Blueprint Reading

#### ***Computer Literacy Proficiency Examination***

Students who indicate that they have sufficient computer knowledge have the opportunity to take the Computer Literacy Proficiency Examination. This exam consists of an objective and a practical component and will be administered in the Testing Center. A testing fee of \$40 must be paid before the student takes this examination. The fee covers the cost of the test administration. Students must pass the exam with at least 80% mastery. Students who successfully complete this exam will be awarded credit for CIS125, Computer Concepts and Applications.

There is a fee for posting computer literacy proficiency on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College.

#### ***Industry Credentials***

Students must supply documentation of any industry certifications awarded within the last five years to the Office of Enrollment Services. Evidence of evaluation may also be required (e.g., exam scores). Credit will only be awarded for current, valid industry credentials.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

***Approved\* Industry Credentials:***

<b>Credential</b>	<b>Semester Hours</b>	<b>Jefferson College Course Equivalency</b>
CompTIA A+ Certification	6	CIS150 Intro to Computer Support & CIS243 Advanced Computer Support
CompTIA Network+ Certification	4	CIS147 Networking I
CompTIA Security+ Certification	4	CIS260 Information Systems Security

\* Credentials not listed on the Approved Industry Credentials table are evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate division chair. The student should consult his or her advisor to determine the appropriate contact person.

***Published Guides – Military Educational and Training Credit***

Military educational and training credit can be transcribed through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS), and the Sailor/Marine American Council on Education Registry Transcript (SMART). Credit will be awarded based on credit recommendations for military training schools or ACE occupational credit recommendations.

***Community College of the Air Force (CCAF)***

Jefferson College evaluates credit from CCAF in the same way as credit from any other accredited college or university. Academic credit may be awarded only for courses that directly apply to the student's declared certificate or degree program.

***Army/American Council on Education Registry Transcript System (AARTS) and Sailor/Marine American Council on Education Registry Transcript (SMART)***

***From the Missouri Credit for Prior Learning Model:***

“The purpose of AARTS and SMART is to provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled: Guide to the Evaluation of Educational Experiences in the Armed Services, used by colleges and universities around the country. The ACE Guide is available on-line at <http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx>.”

There is no fee for posting credits for military education on the student's transcript.

***Apprenticeship Training***

The Jefferson College Apprenticeship Credit Option Program is designed for individuals who have completed apprenticeship training or are presently enrolled in an established apprenticeship program. The program allows an individual to transfer credit for his or her apprenticeship training to Jefferson College. Approved apprenticeship training is awarded 45 credit hours.

Eighteen hours of general education and computer literacy are required to complete the Associate of Applied Science degree. A student may distribute these 18 credit hours over a typical four-year apprenticeship program or can complete all of them in one or two semesters if his or her schedule allows.



A key element of the program involves recognizing the value and worth of apprenticeship on-the-job training by granting college credit for this work experience. The Program's Associate of Applied Science degree not only elevates the significance of individual apprenticeship training in the eyes of the community, but it also allows individuals to pursue an advanced degree and to increase their technical and related skills.

Students requesting credit for apprenticeship training must present their Journeyman card for verification to the Office of Enrollment Services.

There is a fee for posting the credits on the student's transcript, which is equivalent to five (5) credit hours of tuition at Jefferson College.

### ***Portfolio Evaluation***

Students may request credit for a course that does not have an established method for granting Credit for Prior Learning. In such instances, the student may submit a portfolio of work for review by an Evaluation Committee, chaired by a faculty member or division chair, as appropriate.

The student will meet with the Evaluation Committee Chair to complete the Approval of Alternative Credit for Prior Learning, a form which outlines the requirements for the student.

After completing the outlined requirements, the student will meet with the Evaluation Committee to determine if the credit will be awarded.

There is a fee for evaluating student portfolios, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is requested. Additionally, there is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

### **Appeal of Transfer Credit Evaluation**

If the student does not agree with the transfer credit evaluation, he/she should contact the Director of Enrollment Services. If the matter is not resolved, the student should contact his/her previous institution. The student's previous institution may appeal the transfer credit evaluation on behalf of the student. The student's previous institution should submit a written appeal to the College's Transfer Articulation Officer, the Registrar. The Transfer Articulation Officer will convene the Transfer Appeals Committee to review the institution's request on behalf of the student. The Transfer Appeals Committee will forward a recommendation to the Chief Academic Officer. The Chief Academic Officer will then respond to the institution. If the institution wishes to pursue further appeal, the Chief Executive Officer at the institution may contact the Jefferson College President. This appeal procedure is consistent with the Missouri Coordinating Board of Higher Education's *Credit Transfer: Guidelines for Student Transfer and Articulation Among Missouri Colleges and Universities, 2000*.

### **Articulation Agreements and Transfer Guides**

Visit the Jefferson College website at <http://www.jeffco.edu/academics/university-partnerships/transfer-resources#.VglOldGo61s>