



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Transfer Articulation
<i>AP Number:</i>	AP 3.21.01
<i>Adoption Date:</i>	7/1/11
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	2/27/17, 3/13/24
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<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title & No.:</i>	Transfer Students and Credit, BP 3.21
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

Pima Community College evaluates and awards academic credit for appropriate prior college courses that are equivalent to the College's courses and learning outcomes to assist students in the achievement of their educational goals.

SECTION 1: Prior College Coursework

- 1.1 The College accepts credit from regionally accredited colleges and universities.
- 1.2 The College accepts credit from foreign schools where students have had their transcripts evaluated by an authorized foreign credential evaluation agency. This includes members of the National Association of Credential Evaluation Services (NACES) or partner members of the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Additional agency evaluations may be considered at the discretion of the Registrar.

- 1.3 The College accepts credit for acquired knowledge, skills, and abilities demonstrated and documented through alternative learning methods. See Administrative Procedure 3.20.01 Assessment of Prior Learning.

SECTION 2: Transcript Submission

- 2.1 Only official transcripts will be evaluated for credit. Facsimiles, unsealed documents, or forwarded electronic transcripts (e-transcripts) are not considered official.
- 2.2 Hand-carried paper transcripts may be accepted as long as the document is in a sealed, untampered envelope from the issuing institution.
- 2.3 E-transcripts must be received from the issuing institution through a secure, password-protected agency.

SECTION 3: Articulation Practices

- 3.1 Course with a grade of 'C' (2.0 on a 4.0-grade scale) or higher will be considered for transfer. Pass or Satisfactory grades may be accepted when Pass or Satisfactory is equivalent to C or higher. Transferred courses are awarded credit but do not count toward the student's grade point average.
- 3.2 Courses are evaluated to a student's declared program of study and related programs if the student is declared in a stackable program.
- 3.3 The College evaluates freshman and sophomore-level courses based on course equivalencies and expected learning outcomes in alignment with College curricula and standards.
- 3.4 Courses will be considered for transferability regardless of their age; however, some programs may restrict the age of courses used for program admission, prerequisite purposes, and/or program completion.
- 3.5 Up to 75% of program requirements may be met with transfer credit as long as students also satisfy in-residence credit hours toward program requirements.

SECTION 4: Limits and Appeals

- 4.1 Students may appeal a transcript evaluation by submitting a Transcript Evaluation Appeal form.
- 4.2 Official copies of submitted transcripts are purged three years after receipt.
- 4.3 Students may also petition for the evaluation of junior and senior-level coursework if the courses demonstrate curricula and learning outcome standards required for the program.