



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Transfer and Prior Learning Credit
<i>AP Number:</i>	AP 3.21.01
<i>Adoption Date:</i>	7/1/11
<i>Schedule for Review & Update:</i>	Every three years
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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 awards credit for prior educational achievement, based on appropriate documentation. This administrative procedure identifies the process for awarding transfer credits.

SECTION 1: Prior College-level Coursework

The College may award credit for courses that are eligible to transfer when a grade of C or higher was earned in an applicable college-level course at a regionally accredited college or university. Certificate and Associate of Applied Science courses are also eligible for transfer and faculty and department chairs are able to issue course substitutions. Transfer courses do not affect the PCC GPA.

The College accepts official transcripts sent directly (mail or electronic) from colleges and universities to the Office of Enrollment Services/Registrar. Transcripts that are hand-carried, or faxed cannot be accepted for transfer credit evaluation, but can be used for advising and prerequisite purposes. Once the

College has an application for admissions, transfer request form with a desired program of study, and official transcripts, the student will receive a PCC email with Transfer Credit Evaluation results.

SECTION 2: Alternative Sources for Credit

There are other types of transfer credit, such as corporate or military training with an American Council on Education (ACE) recommendation; **standardized tests such as the GED ®, Advanced Placement, or International Baccalaureate for College Credit**, technical and industry-recognized credentials/certifications, certain high school and **High School Equivalency** GED classes, and credit by articulation agreement, as well as credit awarded through the college's Prior Learning Assessment (PLA) processes.

SECTION 3: Limits and Appeals

PCC will accept general education academic coursework regardless of length of time since completion. Occupational coursework over eight (8) years old will require departmental approval for evaluation.

Student may appeal a transcript articulation by completing a Transcript Evaluation Appeal Form. The Office of Enrollment Services and Registrar will respond within 30 days of receipt.