



# Pima County Community College District Administrative Procedure

*AP Title:*

**Transfer Articulation**

*AP Number:*

AP 3.21.01

*Adoption Date:*

7/1/11

*Schedule for Review & Update:*

Every three years

*Review Date(s):*

2/27/17, 3/13/24, [12/8/25](#)

*Revision Date(s):*

2/27/17, 3/13/24, [12/8/25](#)

*Sponsoring Unit/Department:*

Office of the Provost

*Policy Title & No.:*

Transfer Students and Credit, BP 3.21

*Legal Reference:*

*Cross Reference:*

## 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. including **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 ([“AP”](#)) [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: [Transfer](#) 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. [Individual programs may have stricter grade policies, requiring a B or higher, for example. In these cases, the applicability of a transfer course will be required to conform to stricter program policies.](#)
- 3.2 [Transcripts are evaluated to a student’s declared program of study at the time of receipt. Courses may also be evaluated for general education 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, [course level](#), and expected learning outcomes in alignment with College curricula and standards.
- 3.4 [The applicability of upper-division transfer courses for a Bachelor’s Degree is evaluated by the department with academic oversight for the degree.](#)
- 3.5 [Most courses will be considered for transfer regardless of when they were completed; however, some programs may restrict the age of courses use of a](#)

course for program admission, prerequisite purposes, and/or program completion, based on when the course was completed.

- 3.6 Program requirements may be met with transfer credit as long as students also satisfy in-residence credit hours toward program requirements. See AP 3.25.02 Graduation.
- 3.7 There may be restrictions on some coursework transfer credit, such as health-related education, highly technical coursework or upper division coursework. These require review by the department with academic oversight for the subject matter.
- ~~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: Document Retention Limits and Appeals**

Transcripts are maintained by the Registrar's Office for three years after receipt.

- ~~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.~~

#### **SECTION 5: Limits and Appeals**

- 5.1 Students may appeal a transcript evaluation decision and may also request a reevaluation upon changing their program of study. Both processes require submission of an appeal request. The appeal request form can be found on the College's *Transfer to Pima* webpage.

5.2 Students may also submit an appeal request for the evaluation of upper-division coursework to apply to a degree or certificate (of any level), if the courses demonstrate curricula and learning outcomes required for the program.