



EL PASO COMMUNITY COLLEGE PROCEDURE

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EGA-2

Evaluation of Transfer Credit

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AUTHORIZING BOARD POLICY: EGA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Student and Enrollment Services

Designated Contact: Executive Director of Admissions and Registrar

OBJECTIVE: To describe the process for evaluating coursework performed at other postsecondary institutions for acceptance by the El Paso County Community College District (EPCCCD) as transfer credit. Transfer of academic credit is a public policy issue due to its accreditation considerations. For compliance with Accrediting Agency, and State and Federal guidelines, the EPCCCD will take the following into consideration when determining its transfer policy and procedures: (1) the increase in student mobility, (2) the proliferation of distance learning programs and the common acceptance of their legitimacy, (3) the economics of expending public money multiple times for the same course, and (4) consumer protection from expending private money multiple times for the same course. The accreditation standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance. Maintaining academic quality and integrity remains the responsibility of the institution.

PROCEDURE:

- I. Decisions regarding the awarding of credit and determination of such credit are made by qualified faculty* (Discipline Teaching Faculty) and according to procedures and standards approved by qualified faculty. The EPCCCD faculty may approve such vehicles as articulation agreements, common course listings, common core curricular and automatic acceptance of credit arrangements to facilitate the transfer of credit. These kinds of proactive approaches involving qualified faculty in the decisions, ease the way toward resolving transfer credit problems while maintaining curricular coherence and program and institutional integrity in accepting college-level coursework. The Executive Director of Admissions and Registrar will implement practices to enforce faculty transfer policy using this procedure and current appropriate resources to evaluate coursework submitted in transfer. The EPCCCD may accept transfer credit for college level coursework from the following types of post-secondary institutions. "College-level" is defined as a post-secondary associate, baccalaureate or graduate education program. College-level credit may be accepted in transfer from the following sources:
 - A. Accredited Institutions:
 1. The EPCCCD will accept college-level credit for transfer from any recognized post-secondary institution accredited through the college and university division of one of the recognized regional accrediting associations. Included are those institutions which have attained candidacy status.
 2. Source references for the identification of an institution's accreditation status are as follows:
 - a. *Higher Education Directory* (HED)
 - b. The Council for Higher Education Accreditation (CHEA)
 - c. American Association of Collegiate Registrars and Admissions Officers (AACRAO).
 - B. Non-Accredited Institutions:

Courses completed at colleges or universities not accredited by a regional accrediting agency may be considered for transfer credit under the following conditions:

 1. An articulation agreement has been approved between the non-accredited college or university and the EPCCCD;

*Note: The word "faculty" denotes instructors, counselors and librarians.

2. The specific coursework has been recognized as accredited by other national, professional and specialized accrediting agencies, as recognized by the U.S. Secretary of Education for High Education.

C. Foreign Institutions:

Courses completed at foreign institutions may be considered under the following conditions:

1. Students must submit their education documents through a foreign credential evaluation service that is currently recognized by the National Association of Credential Evaluation Services (NACES) as well as the original official transcript.
2. The EPCCCD will receive the evaluation/recommendation of the foreign post-secondary education directly from the NACES service selected by the student.
3. Based upon the NACES recommendation/evaluation, only equivalent coursework credit will be accepted as transfer credit.
4. Where necessary for highly specialized courses, the appropriate academic Dean/Director will be consulted for recommendations as to level, content and appropriateness to specific programs.

II. Equivalent Coursework Evaluation:

In conducting the evaluation to determine equivalency of coursework to EPCCCD courses, the following source documents will be used:

- A. The catalog and syllabi in effect at the institution awarding the credit at the time the credit was earned.
- B. The current EPCCCD *Catalog* and course syllabi.
- C. Current articulation agreements and/or College procedures.
- D. Official transcript(s) from the post-secondary institution where the coursework was completed.

III. General Guidelines:

- A. Evaluation of all previously completed post-secondary education will be completed upon application for admissions to the EPCCCD. No transfer credit will be transcribed on official EPCCCD transcripts until the student has officially enrolled in semester credit courses past the census date. Students will have access to evaluation decision online immediately upon completion of evaluation.
- B. Upper division, junior and senior level, graduate level and post-graduate level courses are not transferrable to the Associate degree.
- C. Only college level courses which the student successfully completed and was awarded credit hours will be evaluated for transfer credit. Successful completion generally equates to courses in which the student received a grade of "D" or higher, credit (CR); satisfactory (S); passing (P); or other such notations indicating successful completion. Remedial/developmental courses will not transfer.
- D. If courses are duplicated at the same institution, only the course with the highest grade will be transferred. If the grades are equal, the most recent course will be accepted in transfer. If duplicated courses are from different institutions, the first "passing" course will be accepted in transfer.
- E. Freshman English credit will be accepted as follows:
 1. The Liberal Arts or General Education Degree Plan in effect at the time the student attended that institution will be used to determine that institution's freshman English writing or communications requirement.
 2. English coursework at institutions where English is NOT the language of instruction will not transfer.

3. If the English curriculum at the previous institution has a two-part requirement, the course(s) will, be transferred as follows:

The first requirement - ENGL 1301 (or equivalent)

The second requirement - ENGL 1302 (or equivalent)

- F. Natural science courses will be accepted as follows:

1. Equivalent courses with labs will be accepted course by course with EPCCCD courses.
2. Courses without a lab and courses with labs that have no EPCCCD equivalency will not be transferred unless they fulfill the Texas Core Curriculum requirements.

- G. Courses classified below freshman level by sending previous institution are not transferable.

- H. There is no limit on the total number of hours that can be transferred from other institutions. However, a student must complete 25% of the total semester hours needed for a degree in residence at the EPCCCD to be awarded a degree.

- I. Grades earned at other institutions are not averaged into the EPCCCD grade point average. A transfer grade point average is not computed, and only credit hours transfer to the EPCCCD.

- J. Completion of the core curriculum, or blocks within the core, at another Texas institution is considered as completion of the core, or appropriate blocks within the core at the EPCCCD.

- K. Individual core courses completed at another Texas institution will be designated as core courses at the EPCCCD.

- L. Work experience courses from other institutions will not be accepted as equivalent to EPCCCD Work Experience courses. Students will be required to apply for such credit via current EPCCCD work experience procedures.

- M. Programmatic Accreditation (Health Occupations and Nursing). Upon admission into a specific program, the student may request a reevaluation, and other equivalent courses may be transferred on a case-by-case basis only.

IV. Transfer credit hours will be calculated as follows:

- A. The quarter hour course being transferred must have a credit hour value of at least 66% (2/3) of the equivalent EPCCCD course; otherwise, coursework will be accepted as elective credit only.
- B. Semester Hour Courses accepted in transfer must have a semester credit hour value at least equal to the value of the EPCCCD course or it will be accepted as elective credit only.
- C. If the course being transferred has a semester credit hour value greater than the equivalent EPCCCD course, the maximum hours accepted for transfer for that course will be the value of the equivalent EPCCCD course(s).
- D. Developmental level courses and clock hours or Continuing Education Units (C.E.U.) will not transfer.

V. Non-Equivalent Coursework: College level coursework that is not equivalent to courses currently offered at the EPCCCD may be accepted in transfer as elective credit, only under the following conditions:

- A. The student's declared major (degree plan) contains free electives,
- B. The coursework is determined to have relevance to the declared degree in terms of level, content, quality and comparability of the EPCCCD's degree.

- VI. Appeal of transfer credit evaluation. Students may appeal the initial transfer credit decision through Academic Counseling Services.
- A. Counseling Services will review the student's concern and advise students appropriately. Counseling will coordinate the student's concern with the Evaluations Section in the Office of Admissions and Registration.
 - B. If the request cannot be resolved to the student's satisfaction, Counseling will prepare a student petition to the Executive Director of Admissions and Registrar with supporting documents provided by the student including course description and syllabus.
 - C. If the Executive Director of Admissions and Registrar determines that the request complies with existing faculty guidance, the appropriate credit will be awarded.
 - D. If the Executive Director of Admissions and Registrar does not award the requested credit, the petition will be forwarded to the appropriate discipline faculty. Discipline faculty decisions are final.
 - E. The Executive Director of Admissions and Registrar will document faculty decision and award credit as appropriate. The Executive Director of Admissions and Registrar will notify all parties of the final decision.