

## **Procedure 3.0925**

### **Advanced Standing and Transfer Credit Procedure**

All requests for transfer credit should be made before enrolling at Beaufort County Community College.

All students desiring to have credits transferred from another post-secondary institution to Beaufort County Community College must submit an official transcript to the Admissions Office. Transcripts from other post-secondary institutions should be submitted no later than six weeks into the term in which they are enrolled. Only those courses with a grade of C or higher will be considered for transfer credit and must be equivalent in content and credit hours to the course(s) within the curriculum that the student is entering. Transcripts from regionally accredited institutions will be reviewed and transfer credit recommended by the appropriate faculty. The decision as to whether any transfer credit will be allowed, and if so, how much transfer credit will be allowed and how such transfer credit will be applied, are discretionary on the part of the College.

In order to obtain transfer credit evaluations, the student must supply the College with the appropriate transcripts as well as course descriptions or catalogs if the College requests them. The transcript will then be evaluated by the faculty and Vice President of Academics. Upon completion of the process, the student will be provided with a copy of the evaluation. Any transfer student who possess an associate or baccalaureate degree from a regionally accredited college will have satisfied the General Education and student success/orientation requirements for all programs of study.

### **Credit by Examination**

Under certain conditions, a student may be awarded credit by taking a series of departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course.

A student seeking credit by examination must follow this procedure:

1. Make application for Credit by Examination, giving evidence of adequate preparation for the examination. (Use Request for Special Examination form).
2. Obtain approval of instructor and Dean.
3. Register and pay fees for the course.
4. Take the examination within the first two weeks of the semester.

The course number, the number of credit hours, and the grade CE (credit by examination) will be entered on the student's record. Tuition paid for a challenged course is non-refundable.

A student who has registered for a course (including for audit) and has been a member of the class for more than two weeks will no longer be eligible for credit by examination for that course.

## Procedure

### **Military Credit**

The College grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Recommended credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should contact the Admissions Department to determine the appropriate military document required. Upon receipt of the required document, Admissions will forward the information to the appropriate faculty for evaluation. Questions concerning credit for military schools should be directed to the Admissions Office.

Any student who has completed Basic Training may present certification by DD 214 or DD 295 and receive credit for HEA 110 Personal Health/Wellness and PED 111 Physical Fitness. Certification must be presented to the Vice President of Academics.

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

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Contact the Admissions Office for information regarding the CLEP Testing Program.

### **Advanced Placement (AP) Credit**

The College Entrance Examination Board (CEEB) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. The CEEB examinations are offered in the high schools by the Educational Testing Service (ETS). Questions concerning score requirements and credit should be directed to the Registrar.

### **Tech Prep Advanced Placement**

Graduates of school systems which have current Tech Prep Articulation agreements with Beaufort County Community College are eligible to apply for advanced placement upon the recommendations of their high school instructors. Details concerning specific requirements are available from counselors at the high school or the Office of Admissions at Beaufort County Community College.

### **References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

Cross References: [Academic Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 7/1/2015

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

