Transfer Credit Procedure

Determination of Transferability
Jefferson College awards college credit from regionally accredited colleges and universities. Credit earned from non-regionally accredited colleges and universities will be reviewed on a course-by-course basis. Coursework must be transferable at the baccalaureate level or higher. Developmental/remedial coursework will not be accepted in transfer to apply toward a degree; however, it may be used to meet prerequisites.

Official Transcripts
In order to have transfer credit evaluated, transfer students must submit official transcripts from their transfer institution. The transcripts must be issued as official by the transfer institution and sent directly to Jefferson College. Transcripts issued to the student will not be considered official. Transfer students should have their transcripts sent to the following address:

Admissions and Student Records Office
Jefferson College
1000 Viking Drive
Hillsboro, MO  63050-2441

Transfer work is evaluated as transcripts are received for continuing or returning students. For new transfer students, transfer work is evaluated once the student has registered for classes.

Determination of Course Equivalencies
Initial determinations of transfer credit equivalencies are made by the Assistant Director of Admissions and Student Records through a comparison of course titles and descriptions. If substantial similarity exists between a course taken at another institution and a Jefferson College course, transfer credit will be awarded for the Jefferson College course. If substantial similarity does not exist, but the course is in a subject matter taught at Jefferson College under a specific course prefix, elective credit will be awarded under that prefix (e.g., ENG electives for an English course). If substantial similarity does not exist, and the course is not in a subject matter taught at Jefferson College, but the course is determined to be at the baccalaureate level and would meet an elective requirement, general elective credit will be awarded under the prefix TTT.

The Assistant Director of Admissions and Student Records will evaluate coursework applicable to general education and electives. Courses which are major-specific in the career and technical education area will be reviewed by the appropriate Division Chair or faculty member.

Transfer course equivalencies are based on current policies and generally reflect course numbers from the Jefferson College catalog at the time the evaluation is conducted. Jefferson College courses and course numbers are subject to change; thus, transfer equivalencies are subject to change as well.
Applicability of Course Work to Degree
The Assistant Director of Admissions and Student Records will review each college transcript to determine applicability of coursework to the student’s Jefferson College degree. Only those courses which apply to the student’s degree are posted. When a student changes his/her major, he/she should notify the Assistant Director of Admissions and Student Records so the courses can be reevaluated for applicability to the change in major/degree. Transfer work will only be evaluated for students who are degree-seeking.

In some cases, the Assistant Director of Admissions and Student Records may ask the student to supply additional information about courses which may include: syllabus, catalog description, etc.

Once coursework has been evaluated, the transfer student will be notified that his/her transcript has been evaluated and is available for review online through STARS.

Credit Hour Equivalencies
College credit is converted to semester hour equivalents. Quarter hours are converted to semester hours by a conversion factor of 2/3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for fewer credits than an equivalent course at Jefferson College (e.g., if a three credit hour course at another institution is substantially similar in content to a four credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course at Jefferson College but only for the number of credit hours earned at the other institution. In such cases, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for more credits than an equivalent course at Jefferson College (e.g., if a four credit hour course at another institution is substantially similar in content to a three credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course, but only for the number of credit hours that the course is offered at Jefferson College.

Grade Equivalencies
Transfer grade equivalents will be determined and recorded with the student’s transfer credit. Since Summer 1984, transfer grades are not included in the Jefferson College cumulative grade point average.

Transfer grades and grade point averages are assigned based on Jefferson College’s grading policy. For courses taken at institutions that use a plus/minus grading system, the pluses and minuses are dropped in determining grade equivalencies. For courses taken at institutions that use combined grades (e.g., “AB”), the lower grade will be used. For courses taken at institutions that use a grading system not comparable to the Jefferson College grading system, credit will be awarded on a credit/no credit basis.
Grade equivalencies are assigned as follows:

<table>
<thead>
<tr>
<th>Jefferson College Grade</th>
<th>Transfer Equivalent</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>TRA</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>TRB</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>TRC</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>TRD</td>
<td>Below Average</td>
</tr>
<tr>
<td>P</td>
<td>TRP</td>
<td>Pass</td>
</tr>
<tr>
<td>CR</td>
<td>CR</td>
<td>Credit by Exam</td>
</tr>
</tbody>
</table>

Repeating Courses
The Jefferson College repeat policy, described in the College Catalog, will be applied in all cases in which students repeat the same course, regardless of where they are taken. For example, a student who receives less than an A on a course taken at Jefferson College may later take the course at another institution and transfer in the credit as a repeat of the course taken at Jefferson College.

Transfer Credit Limit
No limit exists on the number of credits that may be transferred from other institutions. Students must complete a minimum of 24 credits at Jefferson College to earn a degree. This requirement is described in the College Catalog.

Transfer of Dual Credit Courses
Courses taken for dual credit (courses for which students receive both high school and college credit) are evaluated in the same manner as traditional courses offered by the institution through which they were taken. No limit exists on the number of transfer credit hours that will be awarded for dual credit.

Credit by Examination
Jefferson College grants college credit to students who participate in the following programs: College Level Examination Program (CLEP), Advanced Placement (AP), and Departmental Proficiency Exam. Credits earned by examination are equated, when possible, to a specific Jefferson College course. The course will appear on the Jefferson College transcript with the note, “Credit by Examination.” No letter grade will be given; a CR will appear in lieu of a grade. Failure to pass an examination will not be recorded. Credits accumulate toward the 62 semester hour associate degree requirement. Students may test out of no more than 30 college credit hours. The credit awarded will not affect the grade point average. The credit by examination program measures learning achieved through non-traditional curriculum experiences. Students may not use this program to upgrade college courses with deficient grades.

Credit for Experiential Learning
Credit is not awarded for experiential learning unless validated through the credit by examination provisions referenced above.
Credit for Military Education
Credit for military education and basic training is awarded in accordance with recommendations of the American Council on Education as outlined in the “Guide to the Evaluation of Educational Experiences in the Armed Service.” Credit is generally not awarded for occupational training.

Appeal of Transfer Credit Evaluation
If the student does not agree with the transfer credit evaluation, he/she should contact the Assistant Director of Admissions and Student Records. If the matter is not resolved, the student should contact his/her previous institution. The student’s previous institution may appeal the transfer credit evaluation on behalf of the student. The student’s previous institution should submit a written appeal to the College’s Transfer Articulation Officer, the Director of Admissions and Student Records/Registrar. The Transfer Articulation Officer will convene the Transfer Appeals Committee to review the institution’s request on behalf of the student. The Transfer Appeals Committee will forward a recommendation to the Chief Academic Officer. The Chief Academic Officer will then respond to the institution. If the institution wishes to pursue further appeal, the Chief Executive Officer at the institution may contact the Jefferson College President. This appeal procedure is consistent with the Missouri Coordinating Board of Higher Education’s Credit Transfer: Guidelines for Student Transfer and Articulation Among Missouri Colleges and Universities, 2000.

Articulation Agreements and Transfer Guides
Visit the Jefferson College website at http://www.jeffco.edu/jeffco/content/view/351/282/1/10/