



Administrative Policy

Policy Type:	Transfer Credit Evaluation
Policy Number:	2819
Date Adopted:	1/31/2012
Version:	4.0
Review Cycle:	Biannual
Date Last Reviewed:	3/6/2019
Office Responsible:	Student Services - Registrar
Reviewing Committee:	Customer Focused
Related Policies:	NA
Related Laws:	NA

Policy Summary:

Jackson College (JC) strives to be a transfer friendly institution while maintaining course integrity by reviewing external transcripts with consistency and establishing published equivalencies for the Michigan Transfer Network.

Policy Statement:

JC shall use standard criteria for the approval of transfer credits. Criteria shall be established and approved to ensure all courses transferred and applied toward a degree demonstrate equivalence with the College's courses required for the degree or are of equivalent rigor. In order to be in conformance expectations of the Higher Learning Commission's Assumed Practices, transcripts shall be evaluated according to the following:

- JC grants credit for courses transferred from regionally accredited institutions. Higher Education Directory used to verify accreditation. JC does not accept credits for courses from non-accredited institutions. However, if the institution is in the accreditation process, JC is willing to re-evaluate a transcript if the student provides JC with information on the institution's regional accreditation status and the year-specific syllabus for each course to be evaluated by the corresponding JC Departmental Chair.
- JC will only evaluate international transcripts that have been evaluated by either World Education Service, Inc. (WES) or Educational Credential (ECE). The evaluated transcript must come directly to JC, via the US Postal Service, from one of these agencies.
- Only official transcripts are evaluated. For posting of credit, an official copy (as defined by the MACRAO Association) issued from institution to institution must be received (issued to student in a sealed envelope may be considered as official). Student grade reports or unofficial copies of the records are not acceptable.
- Only classes awarded a 2.0 (C) grade or higher are accepted. If an institution utilizes a different grading system than JC then transfer equivalences are granted based off the other institutions interpretation of successful completion. Pass/Fail grades will only be considered for competency based learning and military credits.
- Courses received are evaluated as equivalent credit: course content is similar to, or the same as, a JC course. The course will be evaluated as specific subject area and course number, i.e., ENG 131. Equivalent course work will be posted to JC transcript with a TR grade and will not be

included in the cumulative GPA. JC does not evaluate graduate-level coursework, or coursework part of a second admit program.

- Credit over 8 years old may not be accepted. The student may take Course Placement (or other assessment of prior learning) to determine the student’s level of proficiency.
- All transfer credit is reviewed on a case-by-case basis by the records office.
- Faculty shall be consulted when transfer course content varies substantially from the College’s established course description.
- The College refrains from the transcription of credits from other institutions or providers that it will not apply to a JC programs.
- Acceptance of credit is not guaranteed until an evaluation has been conducted.

Students with non-traditional adult learner program experience or experiential learning may utilize the Credit by Examination process to attempt to earn credit.

JC remains open to new types of learning opportunities outside institutions of higher education where applicable (i.e. internships, residencies, lifetime learning, and Corporate and Continuing Education).

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
03/09/2012	1.0	Initial Release	R. Klee
05/22/2012	2.0	Remove maximum credits and added to graduation requirement policy	R. Klee
5/22/2012	2.0	Effective Semester is Fall 2012	A. Goings
2/12/2013	3.0	Updated to better align with HLC requirements	D. Vainner
07/23/18	4.0	Annual Update	Z.McNitt