

3.4.4

Educational Programs: All:Acceptance of academic credit

The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript. (See Commission policy "Collaborative Academic Arrangement.")

Judgment

Compliant Non-Compliant Not Applicable

Narrative

Note: Text for all linked documents below can be increased/decreased for ease of reading by pressing your keyboard's Ctrl key while rotating the mouse wheel.

Angelo State University has defined and published policies for evaluating, awarding, and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates that are consistent with its mission and ensure that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. ASU only accepts transfer credit from accredited colleges and universities, and the institution assumes responsibility for the academic quality of any course work or credit recorded on an ASU transcript. Policies governing the acceptance of academic credit are published in university catalogs, in the ASU Operating Policies and Procedures, and on the ASU website, as described below.

UNDERGRADUATE TRANSFER CREDIT

Policies governing the transfer of undergraduate credit are defined and published in the ASU Operating Policies and Procedures (ASU OP 10.01, Undergraduate Student Admissions and ASU OP 10.21, Undergraduate Transfer of Grade Policy), the ASU Undergraduate Catalog 2011–2012 (pp. 14–17), and on several pages on the institutional website, including the following: Transfer Students admissions information, Transfer Credit Policies, Transfer Credit Guidelines, Transfer Student Frequently Asked Questions, Transfer Student Checklist, and the Air University Associate-to-Baccalaureate Cooperative Program page.

ASU's policies regarding the acceptance of undergraduate course work, transfer of credit, core curriculum, and field of study criteria follow regulations established by the Texas Higher Education Coordinating Board (THECB), as published in the Texas Administration Code, Title 19, Part 1, Chapter 4, Subchapter B (see especially 19 TAC §4.24 (General Provisions), 19 TAC §4.25 (Requirements and Limitations), 19 TAC §4.27 (Resolution of Transfer Disputes for Lower-Division Courses), 19 TAC §4.28 (Core Curriculum), and 19 TAC §4.32 (Field of Study Curricula).

Undergraduate transfer credit is allowed for academically based courses from other regionally accredited colleges and universities and is evaluated when a student is admitted or at any time an ASU student takes a course from another accredited institution. Those courses considered equivalent to ASU courses are accepted at the same level as the ASU courses. Generally, no credit is allowed for technical or vocational courses, pre-college work, remedial or developmental courses, first-year seminars, or for courses taken at non-accredited institutions (ASU Undergraduate Catalog 2011–2012, pp. 14–16 and Transfer Credit Guidelines). Exceptions to this rule include certain credits requested by the College of Health and Human Services (CHHS) and the Department of Security Studies and Criminal Justice (DSS). The CHHS allows the transfer of three technical/vocational courses from the Workforce Education Course Manual (WECM) into the LVN-AASN program, including ITSC 1401 Introduction to Computers, HITT 1311 Computers in Health Care, and HPRS 2301 Pathophysiology. The DSS accepts all credits for an Associate of Applied Science degree earned at the Community College of the Air Force in accordance with policies of the Air University Associate-to-Baccalaureate Cooperative Program. Policies regarding specific categories of undergraduate transfer credit are summarized below.

Core Curriculum

The Texas Higher Education Coordinating Board requires each state-supported institution to establish a “core curriculum” to give all graduating students the opportunity to acquire a general knowledge of study areas traditionally regarded as basic to a university education. The law also requires public institutions in Texas to accept as transfer credit a core curriculum completed at another accredited Texas public university or college (19 TAC §4.28). In accordance with this legislation, ASU has established a core curriculum (ASU Undergraduate Catalog 2011–2012, pp. 361–363) and will accept as transfer credit the entire core curriculum completed at another accredited Texas public university or college (Transfer Credit Guidelines, Completion of Core Requirements section). Core curriculum credits from private institutions in Texas and from out-of-state institutions are not necessarily transferred as core credits. Instead, the Office of Admissions evaluates such course work by reviewing course descriptions and degree plans, in consultation with the appropriate department heads and deans as needed. If it is determined that a course is equivalent to a core course at ASU, equivalent core credit is granted. Non-core-curriculum credits are evaluated in the same manner.

Texas Common Course Numbering System

ASU uses the Texas Common Course Numbering System (TCCNS), which has been designed to aid students in the transfer of general academic courses between Texas public colleges and universities throughout the state. The system, which defines course equivalencies for public institutions in Texas, ensures students that courses designated as common will be accepted for transfer and that the credit will be treated as if the courses had actually been taken on the receiving institution’s campus. ASU courses identified as common have the Common Course Number listed immediately adjacent to the ASU course number (e.g., MATH 1302/MATH 1314) in each course description in the catalog. A course equivalency table is also provided in the catalog (ASU Undergraduate Catalog 2011-2012, pp. 364–365), and ASU maintains a searchable Transfer Equivalency guide in its Banner institutional database, which includes transfer tables for almost 800 institutions. Course equivalencies are also published on the TCCNS website and on the THECB’s Texas General Education Core Web Center.

Transfer of Credit from Community Colleges

Transferability of credit from a Texas community college is determined by the *Lower-Division Academic Course Guide Manual* (ACGM) maintained by the Texas Higher Education Coordinating Board. The ACGM is the official list of approved courses for general academic transfer that may be offered by public community and technical colleges in Texas. Courses listed in the state's Workforce Education Course Manual (WECM) are considered to be technical and/or vocational in nature and will not transfer. Course work completed at out-of-state community colleges is evaluated by reviewing course descriptions and degree plans, in consultation with the appropriate department head and dean as needed. Current ASU students who enroll in courses at two-year colleges must have an official transcript of earned course work sent to the ASU Office of Admissions (ASU Undergraduate Catalog 2011-2012, p. 16).

Credit for Correspondence or Extension

A student may transfer to ASU from an accredited institution a total of thirty semester credit hours of undergraduate extension and correspondence work, of which no more than eighteen hours may be earned through correspondence. An undergraduate student who is enrolled at ASU and wishes to enroll concurrently at another institution for correspondence work must obtain approval from the appropriate academic dean if that credit is to apply toward an ASU degree. In some cases, academic departments may designate courses in their degree programs which cannot be taken by correspondence because of lack of equivalency. Academic deans may not grant approval to take these designated courses by correspondence. Students may not repeat by correspondence any course in which a D or F has been earned at ASU. Policies regarding the transfer of extension and correspondence credit are published in the ASU Undergraduate Catalog 2011–2012 (p. 321).

Evaluation of Undergraduate Transfer Credit

ASU requires students who transfer from an accredited college or university to have on file in the Office of Admission official transcripts of all college or university work to be eligible for admission. Current ASU students who enroll in courses at two-year colleges or four-year universities during the summer or otherwise must have an official transcript of earned course work sent to the Office of Admissions.

Once received by the Office of Admissions, transcripts are evaluated for transfer credit. Credits earned at other Texas public universities and colleges that are identified as equivalent to ASU courses are transferred in accordance with the policies outlined above. Personnel in the Office of Admissions evaluate all other credits by reviewing course descriptions and degree plans, in consultation with the appropriate department head and dean as needed to ensure accuracy.

Once transfer credits have been evaluated, the information is entered into Banner (the comprehensive computer information system that contains information on courses, students, faculty, staff, and alumni at ASU) and becomes a part of the student's permanent academic record. Banner in turn feeds into the Curriculum Advising and Program Planning (CAPP) system, an online degree evaluation system that allows students to view their progress toward degree completion (ASU Undergraduate Catalog 2011–2012, p. 331).

Beginning in the fall of 2011, students who transferred course work from another college or university received credit for the hours only but not for the grade. Transfer work must be of a grade C or higher to be credited toward degree requirements; a transfer course with a grade of D is identified only as earned credit and does not satisfy degree requirements, core requirements, or course pre-requisites. A student's

GPA is based only on grades earned at ASU. Course work transferred prior to fall 2011 will be maintained in its present state with traditional letter grades of A, B, C, D, or F (ASU OP 10.21, Undergraduate Transfer of Grade Policy).

GRADUATE TRANSFER CREDIT

ASU allows the transfer of a maximum of six to nine semester credit hours of course work toward a graduate degree, depending on the program and college. Official transcripts showing the successful completion of the transferred courses must be on file in the Graduate Office. No graduate work with a grade lower than a B is accepted for credit, no course work which was part of a degree awarded at another institution will be accepted for transfer credit, and all transferred course work must have been completed no more than six years prior to the awarding of the master's degree at ASU. Approved transfer credit is awarded after the student has successfully completed one semester or term of graduate enrollment. ASU does not allow the transfer or use of graduate credit earned by experience or by correspondence or extension courses to apply toward a master's degree. These policies, as well as specific policies regarding the maximum number of transferrable hours and rules specific to the College of Business, are published in the ASU Graduate Catalog 2011–2012 (p. 30).

TRANSFER OF FOREIGN ACADEMIC CREDENTIALS

Information related to credit transfer for international students is provided in the ASU Operating Policies and Procedures (ASU OP 10.17, International Undergraduate Student Admissions), in the ASU catalogs (ASU Undergraduate Catalog 2011–2012, p. 18; ASU Graduate Catalog 2011–2012, p. 13), and on the institutional website (International Graduate Students admissions information). As indicated in these published policies, applicants with foreign academic credentials must provide official transcripts and academic records in the original language with a certified English translation. To determine if non-US college credit is transferable to ASU, an applicant must have transcripts evaluated by a credentials evaluation service. The preferred service is Foreign Credentials Service of America, but other credential-evaluation companies in the United States are also acceptable. Evaluations must be completed in English and include semester credit hours and letter grades. It is the student's choice to submit, at the time of application, foreign college and/or university transcripts for admission purposes and determination of transfer credit at ASU. However, once transfer credit is evaluated by ASU personnel, the student no longer has the option to eliminate these credits from their record. All transcripts become the property of ASU once submitted and cannot be returned to the applicant.

Information about credit for study abroad programs is provided in the in the ASU Operating Policies and Procedures (ASU OP 10.14, Study Abroad Programs), in the ASU catalogs (ASU Undergraduate Catalog 2011–2012, p. 290; ASU Graduate Catalog 2011–2012, p. 166), and on the institutional website (Center for International Studies). Students must meet with an academic advisor prior to the study abroad program to get approval for courses taken abroad, to verify the ASU course equivalencies for those courses, and to fill out the appropriate request for modification in degree plan form (see, for example, the ASU Graduate School Request for Modification in Degree Plan). After completing the study abroad program, the student is responsible for having an official transcript of course work sent to the Center for International Studies, which will then evaluate the transcript, verify the courses, and award the appropriate credit.

EXPERIENTIAL LEARNING

ASU does not award undergraduate or graduate credit for non-academic experiences nor allow the use of experiential training toward an undergraduate or graduate degree (ASU Undergraduate Catalog 2011–2012, p. 321; ASU Graduate Catalog 2011–2012, p. 30, and Transfer Credit Guidelines).

CREDIT BY EXAMINATION

Policies governing credit by examination are published in the ASU Operating Policies and Procedures (ASU OP 10.08, Undergraduate Credit by Examination), in the ASU Undergraduate Catalog 2011-2012 (pp. 315–320), and on the institutional website (see Credit by Exam Overview on the Office of Admissions website as well as Credit by Exam Guidelines on the Office of the Registrar website). These policies identify the types of examinations for which ASU awards credit, as summarized below.

College Board Advanced Placement Test

Students may earn credit for ASU courses by successful completion of Advanced Placement (AP) examinations administered by the College Board in participating high schools. A score of 3 or higher is required to receive credit. Students must take the AP exams and submit the scores to the Office of the Registrar prior to enrollment at ASU. Credits are not awarded until the student has successfully completed a semester or summer term of academic work at ASU. Information about scores required for credit on specific examinations may be obtained from the Office of the Registrar. Complete lists of courses for which AP credit may be earned can be found in the ASU Undergraduate Catalog 2011-2012 (p. 320) and on the Office of the Registrar's website (College Board Advanced Placement Tests).

College Level Examination Program

College Level Examination Program (CLEP) tests, both subject and general exams, are administered regularly through the ASU Testing Center. Registration is required at least one month prior to the testing date desired and is valid for sixty days. The Office of the Registrar awards CLEP credit. CLEP credit will not be entered on the permanent record until the student has successfully completed a semester of academic work at ASU. If a student receives credit by examination for a course and that credit is entered on the student's permanent record, the student cannot at a later date decide that the credit is no longer desired and have the course removed from his/her transcript. Prior to registering for a CLEP examination, ASU students must obtain the approval of the dean of the college in which they are majoring. Credit earned by CLEP examination may not be used to reduce the residence requirements in any degree program. Complete lists of courses for which CLEP credit may be earned can be found in the ASU Undergraduate Catalog 2011-2012 (pp. 317–318) and on the Office of the Registrar's website (Credit by Exam Guidelines).

Defense Activity for Non-Traditional Education Support

Credit by examination may be earned through the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST exams). Score reports submitted for DSST exams that have not been approved are sent to the dean of the College of Business for evaluation by the appropriate departments. Courses for which DSST credit may be granted are listed in the ASU Undergraduate Catalog 2011-2012 (pp. 317–318) and on the Office of the Registrar's website (Credit by Exam Guidelines).

International Baccalaureate Program

ASU recognizes the International Baccalaureate (IB) Program, and students have two options for receiving IB credit. In Option 1, ASU awards at least 24 semester hours of course-specific credit in subject-appropriate areas on all IB exam scores of 4 or above as long as the incoming freshman has earned an IB Diploma. The student must supply an official transcript indicating that the IB Diploma has been earned before any credit may be awarded. Course credit will not be awarded on any IB exams where the score is a 3 or less, which means that the student will not receive 24 hours of college credit, even if he or she has an IB Diploma.

In Option 2, the student does not earn an IB Diploma, but may be granted credit according to the table published in the ASU Undergraduate Catalog and on the registrar's website. For a student to receive credit, an official IB examination transcript must be sent to ASU (ASU Undergraduate Catalog 2011-2012, p. 319 and International Baccalaureate Program page on Office of the Registrar's website).

PROFESSIONAL CERTIFICATES

A professional certificate has no bearing on ASU's acceptance of credit for courses taken to earn the certificate. Instead, each course is individually evaluated using the criteria and processes described above to determine if transfer credit will be awarded. When teaching or administrative experience is evaluated in the ASU College of Education, official service records from the school system are required before recommending an individual for a particular certificate.