

JEFFERSON COMMUNITY COLLEGE

TRANSFER CREDIT EVALUATION

POLICIES AND PROCEDURES

Procedures

- Review JCC's credit evaluation policies below for the types of learning experiences eligible for transfer credit.
- Have all required documentation sent directly to the JCC Admissions Office (See information below)
- Coursework will be evaluated after you have been accepted into a degree program at Jefferson Community College
- The evaluation process typically takes up to three weeks from the time a student's is accepted for admission and official transcripts/documents are received.
- An evaluation report is mailed to students detailing the transfer credit awarded for their previous learning experiences.
- Students who feel they were not awarded appropriate credit should complete a Request for Re-Evaluation Form and return to the Transfer Evaluation Office in the Advising Center (Rm 6-120).

General Transfer Credit Evaluation Policies

- Courses or learning experiences more than 7 years old are subject to review by the appropriate academic department to determine eligibility for transfer credit.
- Learning experiences eligible for credit, but not equivalent to a specific JCC course will earn elective credit.
- JCC will award credit for foreign language AP, CLEP and DLPT per the American Council on Education (ACE) recommendations up to a maximum of 12 credits.
- Transcripts will be kept on file for a period of two years for students who do not enroll in classes at Jefferson.

Policies Specific to Type of Prior Learning Experience

College Credit

- College coursework must be completed at an institution that has **national** accreditation.
- Only courses that have been completed with a grade of "C" (2.0) or higher will be eligible.
- Only college-level courses will be eligible. College-preparatory courses are not eligible.
- Graduate-level course work is not eligible for transfer credit awards.

Required Documentation: Official College Transcript from the original institution must be received by JCC in a sealed envelope

Military Training and Experience

- The College grants credit for military training and MOS experience according to the American Council on Education (ACE) Guide, except in such instances wherein the ACE Guide recommends credit in the "vocational certificate category.
- For Military Occupation Specialties (MOS), JCC will award credit only for the highest level of each MOS listed on the military transcript.
- Duplicate credit will not be awarded.

Required Documentation: Institution or electronic copy of a Joint Services Transcript (JST), AARTS, SMART, DD295, and DD214 received from the issuing agency or student in a sealed envelope.

Credit-By-Examination

- Jefferson will award credit for CLEP, AP, DANTES, and DLPT exams when the student earns the required scores as recommended by ACE.

Required Documentation: Official score report in a sealed envelope from the issuing agency or inclusion on the military transcript

Credit from Foreign Institutions

- Jefferson will accept coursework from foreign institutions only if it has been evaluated by Educational Credit Evaluators (ECE). A *Subject Analysis* Report with course syllabi is required.

Required Documentation: An official transcript from ECE, with a Subject Analysis report and course syllabi, must be received by JCC in a sealed envelope.

** Jefferson will evaluate course work completed at accredited institutions in Puerto Rico and other US territories and US trust territories if we receive an official transcript, in English from the original institution.

** Transcripts in a foreign language must be evaluated by Educational Credential Evaluators.

Non-Collegiate Training

- Eligibility of formalized learning experiences sponsored by non-collegiate organizations will be reviewed on a case-by-case basis if they have been recognized as equivalent to college credit in one of the following publications:
 - *ACE National Guide to Educational Credit for Training Programs*
 - *The Directory of the National Program on Non-collegiate Sponsored Instruction (PONSI)*

Required Documentation: ACE Transcript Services Transcript, Certificates of completion or other documents based on institutional review

VERY IMPORTANT! When possible, students are advised to wait until all transcripts have been evaluated before registering for classes at Jefferson. Transfer credit awarded to a student after registration could adversely affect a student's financial aid award and or tuition bill and could also duplicate courses the student is currently registered for.