



### **ACCEPTANCE OF TRANSFER AND ADVANCED CREDIT POLICY**

**Brunswick Community College (BCC or College) recognizes and values knowledge and skills gained in many ways. This policy is in compliance with North Carolina Community College System (NCCCS) Policy on Credit for Prior Learning up to and including methods for credit that BCC has the capacity to provide. Advanced academic standing may be earned by any or all of the following methods:**

- 1. Transfer of Credit from Approved Institutions**
- 2. Course Proficiency Examinations**
- 3. College Level Examinations Program (CLEP)**
- 4. Advanced Placement Examinations (AP)**
- 5. International Baccalaureate (IB)**
- 6. High School Articulation**
- 7. Military Educational and Training Credit**
- 8. Industry-Recognized and State-Regulated Credentials**
- 9. Continuing Education to Curriculum Credit**

**While there is no limit as to the number of credit hours a student may transfer into BCC, transfer or advanced standing credit can only be used to complete 75% of the credit hours in a program of study for graduation purposes. To receive a degree from BCC, 25% of the credits for that degree must be earned through class enrollment in BCC courses. Credit awarded through these means will apply towards graduation requirements in the student's curriculum program; however, quality points are not awarded for Grade Point Average (GPA) purposes. BCC does not award credit based solely on experiential (life experience) learning.**

**Students who have gained knowledge and skills through other experiences may attempt/challenge credit through the use of Proficiency Examinations. Proficiency examination credit is limited to 25% of the credit hours required in the program. Further, transfer and advanced credit can be used to fulfill BCC graduation requirements, but will not transfer to another institution as transferability is the sole decision of the other institution. Other colleges may or may not grant transfer credit for courses completed at Brunswick Community College under the prior learning credit process at their institution.**

**Students may receive college credit if the appropriate score is achieved on the Advanced Placement Examination Program (AP), College Level Examination Program (CLEP) examinations, or International Baccalaureate (IB). Students interested in such credit must submit an official score report sent from the College Board to the Registrar's office within the Records & Enrollment Services Department. Once received, the Director of Records & Enrollment Services or assigned administrator will evaluate and award credit accordingly. Students may also receive credit for past military education, current certifications and credentials, and previous continuing education courses. Exceptions to any part of this policy must be approved by the Executive Vice President & Chief Academic Officer.**

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## Procedures

### I. Transfer of Credit

Transfer applicants are admitted under the General Admissions Policy. Upon admission to the College, transfer credit will be evaluated and awarded (for routine course substitutions) by the Records and Enrollment Management Department to the student's permanent record, and notification of transfer credit shall be made available to students either electronically or in writing. The Director of Records and Enrollment Management oversees the approval process for awarding of transfer credit. However potential transfer course decisions that are exceptions to the routine are forwarded to the appropriate Dean, Chair and/or Director for that academic discipline for the purpose of rendering a decision of applicability. Transfer applicants must submit official transcripts of courses completed from higher education institutions they have previously attended, no later than the end of the first semester of enrollment.

In order for the course(s) to be accepted as transfer credit, the following criteria must be met:

- The course(s) being transferred must be from another regionally accredited institution.
- The course(s) must have been completed with the letter grade of "C" or higher.
- The course(s) must be greater than or equal to the number of credit hours (or converted quarter hours) of the corresponding BCC course, and be equivalent to a course in the BCC's Catalog and Student Handbook and/or NCCCS Combined Course Library.

Transfer credit is not awarded for nationally accredited institutions (or other non-regional-accrediting bodies), nor for any coursework which does not meet the criteria outlined above.

Most programs require a student to complete an Academic Related (ACA) course. Due to the state's Comprehensive Articulation Agreement, students seeking to transfer to a four-year College or University must complete (or have already completed) the same or content equivalent academic related course.

### II. Proficiency Examinations, CLEP, AP, IB, & High School Articulation

Students may receive college credit if the appropriate score is achieved on Advanced Placement (AP) examinations, the College-Level Examination Program (CLEP), institutional proficiency exams, International Baccalaureate (IB) examinations, and/or High School Articulation Agreement coursework (Career Pathways). For details related to these options, students should consult the BCC Catalog and Student Handbook or discuss with their faculty advisor, success coach, or the staff in the Records & Enrollment Services Department.

### III. Military Educational and Training Credit

Military credit for prior learning is college credit provided to students for documented military training. The NCCCS and the University of North Carolina System (UNCS) have jointly developed a system to evaluate and award credit for military occupations and courses. A crosswalk for awarding curriculum course credit provides a standardized process for colleges.

Students interested in applying to receive credit for military training must complete all admissions steps required by BCC and submit all military transcripts for review by staff of the Records & Enrollment Services Department and the appropriate academic Chair/Dean. BCC will follow the NCCCS process and crosswalk for awarding credit.

### IV. Industry-Recognized and/or State-Regulated Credentials

Industry-Recognized and State-Regulated Credentials include apprenticeships with journeyman certification, industry or discipline certifications and professional licensures. These credentials are often aligned to non-collegiate instructional programs, such as those that lead to certifications, and frequently demonstrate professional competency attainments.

Students enrolled at BCC who hold a current (in force) industry-recognized or professional state regulated credential that correlates with course content for a curriculum class may submit a "Credit for Current Certification Request Form". The form may be obtained from the student's faculty member, advisor or the Records & Enrollment Services Department. The student will be required to attach proof of current certification to the form and submit both to the appropriate academic Chair or Dean for review and approval. Upon approval, the Dean will submit to the Records & Enrollment Services Department to award the credit on the student's record.

### V. Continuing Education to Curriculum Credit

Certain departments – for example, Criminal Justice and Basic Law Enforcement Training, Welding, and others – may articulate course credit from agency training experiences, recognized certifications, and Workforce Continuing Education courses. Students seeking academic credit for prior learning must complete all curriculum admissions steps required by BCC and meet with the faculty, Chair, or Dean of the specific program area to discuss the options available and the specific process to follow.

Students who receive Continuing Education training at Brunswick Community College may request curriculum credit for approved courses under certain conditions as listed below:

- a. The continuing education course requires at least the same student learning outcomes as the curriculum course as documented on the course syllabus.
- b. The continuing education course is at least equivalent in contact hours of instruction to the curriculum course as documented on the course syllabus.
- c. The credentials of the continuing education course instructor meet the College's

Faculty Credential Policy for the equivalent curriculum course.

- d. The continuing education course requires assessment of course work, evaluation of performance by exam, and attendance as documented on the course syllabus.
- e. Only Brunswick Community College continuing education courses that have been pre-approved will be considered for curriculum credit equivalency. Continuing education courses approved for transfer to curriculum will be designated by adding the suffix **TR** to the course number. For example, WLD 310604**TR** would indicate a course section that is approved for transfer to curriculum (same SLOs, contact hours, and faculty credentials). WLD 310604 would indicate the course section did not meet the requirements for transfer to curriculum.
- f. Only continuing education units with a grade of “S” (satisfactory or passing) that have been earned within the last five years as documented on a Brunswick Community College transcript will be considered for transfer equivalency.
- g. No more than 75% percent of a degree, diploma, or certificate may be earned with continuing education units that have been accepted for curriculum credit; the final 25% percent of any credential must be earned by completing curriculum education credit courses.
- h. Students requesting curriculum credit must meet admission requirements and be admitted into an Associate of Applied Science degree, diploma, or certificate program of study. They must also be currently enrolled in at least one curriculum course in the degree program past the census date (10% date of the semester).
- i. No course substitutions are permitted. Approved continuing education courses will only be applied to their curriculum equivalent and may not be used to substitute for required coursework in any other program.

#### **ADDITIONAL NOTES REGARDING CONTINUING EDUCATION TO CURRICULUM CREDIT**

- a. Students who register for curriculum courses will pay curriculum tuition and fees. Students who register for continuing education courses will pay continuing education tuition and fees. Students may not change their registration type beyond the posted schedule adjustment period.
- b. Students who register for curriculum credit may be eligible for federal financial aid and/or veterans benefits. Students who register for continuing education units are not eligible for federal financial aid and/or veterans benefits. Students will not be retroactively awarded financial aid for continuing education courses converted to credit.
- c. When continuing and curriculum education classes meet simultaneously with the same instructor, the instructor will complete and submit, to the Records & Enrollment Services Department, continuing education and curriculum education attendance and final grade rosters.
- d. When continuing education students are participating in a continuing education course that is approved for potential curriculum credit equivalency, instructors will assign a grade of “S”, to represent satisfactory completion of all course work. Grades of “U” will be given for coursework deemed to be unsatisfactory and not meeting the level of acceptability into the equivalent curriculum course. Curriculum students will earn letter grades as detailed in the BCC Catalog and Student Handbook and outlined in the course syllabus.

*Approved by Brunswick Community College Board of Trustees*

**October 25, 1997**

**May 16, 2007**

**June 28, 2013**

**January 4, 2018**

**January 16, 2020**