

EFFECTIVE TERMS

PINs will be rolled out at the following phases:

<u>Registration Term</u>	<u>Implementation Date</u>	<u>Students Receiving PIN</u>
Fall 2016	February 1, 2016	45 HR PIN
Spring 2017	October 1, 2016	45 HR plus 15 HR PIN
Summer 2017	February 1, 2017	45 HR, 15 HR, plus 30 HR PIN

Transfer Credit Policy**Transfer Credit**

To meet the requirements, only those courses in which a “D” or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a “C” or better has been earned may be applied to meet the requirements in the academic plan . This policy applies to all degree plans. Credit may be transferred to the Alamo Colleges from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education, Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education, New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis.

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education & Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)

- Transnational Association of Christian Colleges and Schools (TRACS)

The Alamo Colleges Center for Student Information (CSI) is responsible for verifying an institution's accreditation status and for processing existing course equivalencies. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the college of the Alamo Colleges granting the degree or certificate.

To meet the requirements, only those courses in which a "D" or better has been earned may be applied toward a certificate or degree, and only those technical courses in which a "C" or better has been earned may be applied to meet degree requirements. This policy applies to all degree plans.

Courses taken ten (10) or more years prior to a student's last enrollment at the Alamo Colleges will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the program lead with approval by the VPAS.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other accredited colleges and universities to the Alamo Colleges. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the Alamo Colleges.

The Alamo Colleges accept any passing grade from any accredited institution. Passing is a grade of "D" or better. Transcripts received become the permanent property of the Alamo Colleges.

Official transcripts from all colleges and universities attended must be forwarded to the respective Alamo Colleges. Transcripts may not be faxed.

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Joint Services Transcript (JST).

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit from foreign institutions must submit the official transcript

evaluated by a member of the National Association of Credential Evaluation Services (NACES). Note: Some evaluation services require translation from a translation service. All Alamo Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to the Alamo Colleges from other institutions and/or when the Alamo Colleges' courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules, Chapter 4, Subchapter B online.

In all disputes, the THECB Transfer Dispute Resolution Form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

- The following procedures, established by the THECB, shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 - If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
 - A student who receives notice as specified in the first paragraph of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 - The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 - If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.

- The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Transfer Rules Noncompliance Policy

If it is determined by the Texas Higher Education Coordinating Board that an institution inappropriately or unnecessarily has required a student to retake a course that is substantially equivalent to a course already taken at another institution, formula funding for credit hours in the repeated course will be deducted from the institution's appropriations.

Transcript Request

Students may access **unofficial** transcripts and grades through ACES Web Services at alamo.edu.

To request an official transcript of record, students must complete a Transcript Request Form online through ACES. Once processed, transcripts will be sent as requested. Students receive the first transcript free of charge; a fee may be charged for all additional official transcripts. See Non-Refundable fees for additional information.

In compliance with FERPA regulations and Alamo Colleges policy, transcripts may only be released to the student of record. Transcripts may be requested online through ACES Web Services at alamo.edu

Educational Releases signed by the student are required for each request and are subject to review.

The Alamo Colleges will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

Transcripts will be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from last accredited institution attended) and satisfied all financial obligations to the Alamo Colleges.

Credit by Non-Traditional Means

The Alamo Colleges provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. The Alamo Colleges, with appropriate departmental guidelines, reserve the right to determine the