6.0 Credits - Curriculum

Last Revised: February 2012

Policy: Piedmont Community College (PCC) has established procedures for evaluating, awarding and accepting transfer credit and for awarding academic credit for non-course experiences.

Purpose/Definitions

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development has monitoring authority for this policy.

Procedures:
Transfer Credit
A student wishing to transfer credit to PCC from regionally accredited institutions must have earned a grade of C or better in courses to be considered for transfer credit. Only official transcripts received directly from the College granting the credits will be considered or evaluated. Content of the courses for transfer must be parallel to the courses for which credit is awarded at this institution. Transfer credit is determined by Student Development staff upon recommendation of the instructor or program advisor. Due to the open door policy established by the State Board of Community Colleges, all transfer students are admitted in good standing. To earn a degree, diploma, or certificate from PCC, a minimum of 25% of the credit hours required for the specific program must be completed at PCC.

Advance Placement
The College Entrance Examination Board sponsors an advanced placement program, which enables high school students to complete college level courses by demonstrating their mastery of college level material through examinations. The scores on the examinations, if acceptable, will allow students to earn college course credit. The examinations are scored by the Educational Testing Service. Based upon the earned score, the appropriate credit may be granted.

Advanced standing credits to be applied toward graduation may be granted for a minimum score of 3 on AP exams which are directly equivalent to a PCC class. In determining the grade point average for graduation, only the quality points earned for courses taken at PCC will be considered.

Transfer Credit Between Programs at PCC
Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program.

Transfer Credit to Other Colleges
The determination of what credit will transfer from PCC to another institution rests with the receiving institution. Students interested in transferring credit to another college should contact the institution being considered. Transfer will be facilitated by the Comprehensive Articulation Agreement between the University of North Carolina System and the North Carolina Community College System.

Transfer Credits for College Level Competencies Completed in High School
In 1999, the North Carolina Community College System along with the North Carolina Department of Public Instruction identified a list of courses in high school and college curriculum that had similar
competencies. The North Carolina High School to Community College Articulation Agreement provides for transfer credit for students in designated courses in which the student has:

- a grade of B or higher in the course,
- a raw score of 80 or higher on the standardized VoCATS post assessment, and
- enrolled at a North Carolina community college within two years of their high school graduation date.

**College Level Examination Programs (CLEP) and Defense Activity for Non-Traditional Support (DANTES)**

Appropriate scores on the CLEP or DANTES general and specific examinations may result in credit for up to 20 semester hours where applicable to a student’s program of study. The Office of Student Development, in consultation with the appropriate faculty member, determines the applicability of the examinations to the student’s program of study.

**Military Experience**

Veterans may receive credit for United States Armed Forces Institute (USAFI) for military service school training where applicable to the student’s program, and where comparable courses are offered by the College. The Office of Student Development, in consultation with the appropriate faculty member, determines the applicability of the experience and training to the student’s program of study.

**Substitute Credit**

A student may request permission to substitute another course for a course in the student’s program of study. The course must be at least equal in semester credit hours and similar in content to be eligible for substitution. The student’s faculty advisor will submit a Class Substitution Request Form stating in writing the rationale for the substitution. Approval must be obtained from the advisor, the corresponding academic dean, and the Vice President, Instruction and Student Development. Courses, which have prerequisites, can only be substituted if the prerequisites have been met. Substitute courses may not exceed 20% of the credit hours and cannot be used to substitute for core courses in a program of study.

**Legal Citation:**

**History:** Effective October 1988; Revised October 2001, February 2012