

## 6.10 Credits - Curriculum

**Last Revised:** January 2024

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

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to establish procedures for evaluating, awarding, and accepting credit transferred from an accredited institution, and for awarding academic credit for non-course experiences.

#### **Definitions**

**Accredited institution**—a college or agency recognized by the Department of Education.

**Transfer Credit**—acceptance of prior learning represented in credits documented on a student’s academic transcript ([collegetransfer.net](http://collegetransfer.net)).

**Credit for Prior Learning (CPL)**—curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited U.S. institution of higher education.

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

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### **Procedure:**

#### Section 1: Transfer Credit

- 1.1. A student wishing to transfer credit to PCC from accredited institutions must have earned a grade of C or better in courses to be considered for transfer credit.

- 1.1.1. Only official transcripts received directly from the college granting the credits will be considered or evaluated.
- 1.1.2. Content of the courses for transfer must be parallel to the courses for which credit is awarded at this institution.
- 1.2. Transfer credit is determined by the Registrar in collaboration with the instructional dean, program advisor and/or content area expert, as needed.
  - 1.2.1. Due to the Open Door policy of the North Carolina Community College System (NCCCS), transfer students are admitted in good standing.
  - 1.2.2. 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.

Section 2: Transfer Credit Between Programs at PCC

- 2.1. Credit may be given for courses successfully completed in one program, if the previously completed courses are applicable to the new program.

Section 3: Transfer Credit to Other Colleges

- 3.1. The determination of what credit will transfer from PCC to another institution rests with the receiving institution.
- 3.2. Students interested in transferring credit to another college should contact the institution being considered.
- 3.3. Transfer will be facilitated by articulation agreements between-participating institutions for students who seek to transfer.

Section 4: Substitute Credit

- 4.1. A student may request permission to substitute a different course for a course in the student's program of study.
- 4.2. Unless otherwise approved within the NCCCS curriculum standard for the program, the course must be similar in content and credit hours to be eligible for substitution.
  - 4.2.1. Students must meet the minimum required hours for graduation for their program of study per the approved NCCCS curriculum standard.
  - 4.2.2. Credit awarded for substituted courses cannot be used to substitute for core courses unless they are included in the curriculum standard and may not exceed 20% of the credit hours required by the program.
  - 4.2.3. Courses which have prerequisites can only be substituted if the prerequisites have been met.

- 4.3. The instructional dean, faculty, and/or the student's advisor will submit an electronic Class Substitution Request Form.
- 4.4. Approval must be obtained from the appropriate instructional dean and the Vice President, Instruction.

Section 5: Credit for Prior Learning

- 5.1. Credits may be awarded to students for non-course and/or non-credit experiences. See PCC Policy 6.10.1 Credit for Prior Learning.

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**Legal Citation:** N/A

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**History:** Effective October 1988; Revised October 2001, February 2012, April 2021, January 2024

Cross-references PCC Policy 6.10.1 Credit for Prior Learning