

6.10 Credits - Curriculum

Last Revised: April 2021

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:

Purpose

This policy establishes the 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).

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.

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.

Procedure:

Section 1: Transfer Credit

- 1.1. 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.

- 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 upon recommendation of the instructional dean in collaboration with the program advisor 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 the Comprehensive Articulation Agreement between the University of North Carolina (UNC) System and the North Carolina Community College System for students who seek to transfer to a UNC System member institution.

Section 4: Substitute Credit

- 4.1. A student may request permission to substitute another 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.

- 4.3. The instructional dean and/or the student's faculty advisor will submit a Class Substitution Request Form stating in writing the rationale for the substitution.
 - 4.4. Approval must be obtained from the advisor, the appropriate instructional dean, and the Vice President, Instruction.
 - 4.5. Courses which have prerequisites can only be substituted if the prerequisites have been met.
 - 4.6. Credit received 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.
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Legal Citation: N/A

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