

**3.4.4** The institution has a defined and published policy for evaluating, awarding, and accepting credit for transfer, experiential learning, advanced placement, and professional certificates that is consistent with its mission and ensures that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.  
**(Acceptance of academic credit)**

**Compliance Status:** Compliance

The College of Coastal Georgia evaluates, awards and accepts credit for transfer course work based on policies established by the institution, the USG and consistent with its mission. All transfer policies are developed and reviewed based on USG policies. The College follows transfer policies (*USG Academic Affairs Handbook*, [Section 2.4.9](#)) established by the USG regarding core curriculum courses from other System schools based on a common core curriculum.

### Transfer Credit

Students requesting transfer to the College must submit official transcripts from all colleges and universities attended. The student must also be in good academic standing and eligible to continue or return to any previous institution attended. Only credit earned at regionally accredited collegiate institutions may be transferred to the College.

Where specific courses are outside the Core Curriculum of the USG, the student must provide a course description and syllabus to be approved by the appropriate academic department/School in order to receive transfer credit. Transfer credit from all sources may not exceed 75 percent of the total credits required for a degree from the College.

To be considered for transfer credit, courses must normally:

- Represent college or university-level work
- Have been completed with a passing grade
- Have been taken at institutions holding college-level accreditation by a United States regional accrediting authority.
- Be equivalent to courses at the College with regard to
  - Credit hours
  - Course content
  - Level of instruction

Special [considerations](#) for transfer of USG Core Curriculum courses:

- Students completing a given area (A, B, C, D, E, or F) will be given full credit when transferring to a different institution if the major field of study remains the same

- In Area A, students will receive transfer credit for all satisfactorily-completed courses, regardless of whether the entire Area has been completed
- If students transfer the entire USG Core (60 semester hours) for a given major (without changing majors), the total credit hours required for the transfer student's baccalaureate degree at the College will not exceed the total credit hours required for a student who completed the USG Core at the College in that same major

**Baccalaureate Degree Programs**

Credits for course work at other colleges and universities may be transferred in for the six baccalaureate degree programs, as long as the coursework meets the policies of the College and the courses are acceptable for the specific program. The student must take at least 30 hours of the upper division courses at the College, and applicants must meet all admission and graduation requirements for their major.

**Award of Credit by Advanced Placement, Articulation and Professional Certificates**

The College accepts specified credit, as stated in articulation agreements or memorandums of understanding (MOU), from the U.S. Armed Services, high schools, some professional certification programs and technical colleges. Coursework that may have credit awarded through articulation agreements or MOUs are vetted by the discipline faculty and School dean who determine the equivalency of the content based on collegiate level learning outcomes and assessment. [Advanced Placement \(AP\) courses](#) from high schools are accepted if the student makes the College required score (3 or better) on the AP examinations. The College also accepts credit for courses from the College Level Examination Program (CLEP), providing the student makes the grade required by the College.

Transfer credit is neither awarded for life experience nor passing the General Education Development Test.

Students transferring academic work (that has been accepted by the College) from another accredited institution will receive credit hours and grades for courses listed in the [2010-2011 College of Coastal Georgia Catalog](#). All courses taken at the prior institution will be shown on the College of Coastal Georgia transcript.

**Compliance**

The Vice President for Academic Affairs and the Registrar, under the direction of the Vice President for Student Affairs, are responsible for the implementation and oversight of the College's policy for accepting credit for transfer, advanced placement, and professional certificates, as well as articulated credit.

The following are general guidelines used for transferring credit from other institutions:

1. Only credit earned in regionally accredited collegiate institutions may be transferred to the College
2. Transfer credit from all sources may not exceed 75 percent of the total credits required for a degree

**Support Documentation**

[USG Academic Affairs Handbook, Section 2.4.9](#)

[USG Core Curriculum Transfer Policy](#)

[Advanced Placement \(AP\) examination score requirements and equivalents, College of Coastal Georgia](#)

[2010-2011 College of Coastal Georgia Catalog](#)