



## INSTITUTIONAL PROCEDURE

### **03.01.02.00     TRANSFER CREDIT**

**Division:**            **Student Services**

**Policy Name:** **Transfer Credit**

**Adopted:**            **05/2023**

**Revised:**

**Reviewed:**

The administration reserves the right to amend or otherwise revise this document as necessary to reflect future changes made to its procedures. Employees are responsible for reviewing policies and procedures periodically to ensure continued compliance with all Board policies and institutional procedures.

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Joliet Junior College accepts credits for transfer from institutions in the U.S. and territories that have accreditation from regional accrediting organizations. These organizations are as follows:

- Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- New England Commission of Higher Education (NECHE)
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission (WSCUC)

#### **Transfer Credit**

Traditional transfer credit is evaluated by the Academic Credentials Office within the Registrar's Office. The student must enroll at the college and meet all admission requirements for the program in which course credit for prior learning is being sought. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Evaluators must validate credit on a course by course basis. Credit may not be awarded twice for the same learning. College validation procedures should be objective to the extent that external evaluators would reach the same conclusion given the material reviewed. All work assessed for prior learning must meet or exceed a grade level of "C".

Additionally, credit may be transferred to JJC for courses earning credit and successfully complete with a grade of "D" or above if the student's cumulative grade point average (GPA) at the previously attended institution is above a 2.00. However, certain JJC courses require students to have achieved a

“C” or above in prerequisite coursework to enroll in certain courses, or a “C” or above for certain courses to meet degree or graduation requirements. The student’s work at each institution is evaluated independently if several institutions were attended. Credits accepted by JJC are not necessarily applicable to all degrees, and only coursework directly applicable to the students intended program may be transferred. If the student’s cumulative GPA is less than 2.00 at a previously attended institution, credit may be transferred for courses earning credit and successfully completed with a grade of “C” or above.

Credit may be transferred, but the grades earned at other institutions are not transferred nor are the grades included in computing the student’s GPA at JJC. Only the number of credit hours accepted will be posted to the student’s academic record.

Joliet Junior College does not accept credits for traditional transfer from institutions that are only accredited by a national accrediting organization. Students may seek proficiency credit, where applicable and eligible, for specific coursework through the appropriate academic department at JJC. The acceptance or application of proficiency credit is not guaranteed and considered on a case by case basis.

### **Military Credit**

Joliet Junior College does accept credits for students with military training and experience. Students with military training should submit their official Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcripts directly to the Academic Credentials Office. Transfer credit is awarded based on ACE (American Council on Education) recommendations and corresponding college curriculum. Course when possible. Specific credit is awarded when possible.

Additionally, Joliet Junior College will award seven college credits (four credits of physical education, HPR 101, and a three credit health class, BIO 103) to any service member who served a minimum of one year active duty and was discharged honorably. Students should the Request for Military Credits form to the Veterans Resource Center submit with a photocopy of the DD214, member 4. Veterans who have been discharged for medical reasons will be evaluated on an individual basis.

### **Credit for Prior Learning**

Credit for prior learning will only be granted for the purpose of satisfying graduation requirements of JJC Certificates and degrees. These credits might not transfer to other colleges. In the process of determining if credit can be awarded for prior learning, colleges shall charge students only for the cost of the prior learning assessment services and not for the amount of credit awarded. After a review of all the information and materials supplied, the instructional department(s) will exercise their professional judgment to make a decision. Credit for prior learning is not guaranteed and considered on a case by case basis.

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### **Alternate Credit Options**

College level credit earned from non-accredited institutions, non-traditional adult learner programs, and/or experiential learning may be considered for credit at Joliet Junior College. The academic value of this non-traditional learning must be equivalent to the demonstrated learning outcomes defined in Joliet Junior College courses. Credit awarded is limited to active courses and students will have to meet the credit hour residency number required for the degree and/or certificate which the credits are applied. Fifteen credit hours towards a degree must be completed at the college for degree-seeking students. Twenty-five percent of the required credits for a certificate must be completed at the college for certificate-seeking students.

### **Foreign Credit**

Joliet Junior College accepts foreign credit for transfer. Any student seeking transfer credit for coursework completed outside the U.S. must submit their foreign transcript to be evaluated by a National Association of Credential Evaluation Services (NACES) approved organization as a course by course evaluation. The results of this evaluation may be sent to JJC to be evaluated for transfer credit.