

PROCEDURE:

5.1.8p1. Advanced Placement

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Adopted: June 20, 2007

I. **PURPOSE**

This procedure guides all advanced placement activities at Ogeechee Technical College. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a certificate, diploma, and degree program.

II. **RELATED AUTHORITY**

State Board Policy 5.1.8. Articulation and Transfer

III. **APPLICABILITY**

This procedure applies to all current and potential students of Ogeechee Technical College.

IV. **DEFINITIONS**

None.

V. **ATTACHMENTS**

Application for Credit by Examination Form

VI. **PROCEDURE**

Admission of Transfer Students

Applicants to Ogeechee Technical College who have been previously enrolled at a post-secondary institution will be considered for admission under the following policies:

- Applicants, regardless of their academic standing at their previous institutions, may be accepted in good standing.

Applicants who wish to transfer to the College must meet the entrance requirements and follow the guidelines listed in the “Program Requirements/Admission Procedures” section of the Ogeechee Technical College Catalog and Student Handbook. Applicants who have been previously enrolled at a postsecondary institution and desire entrance into one of the competitive admission programs (Diagnostic Medical Sonography, Echocardiography, Practical Nursing, or Radiologic Technology) must meet specific requirements listed in the Ogeechee Technical College Catalog and Student Handbook. Other regulations concerning transfer credit are found in “Advanced Placement” in the

“Admissions” section of the Ogeechee Technical College Catalog and Student Handbook. Criminal background checks and drug screenings are not transferable.

Students may be eligible for advanced placement through two methods: transfer credit and exemption credit.

Transfer Credit

Ogeechee Technical College recognizes previous postsecondary coursework by accepting credits earned from other regionally or nationally accredited institutions. A student who presents credit for evaluation and transfer must be aware that the awarding of credit does not guarantee that institutions subsequently attended by the student will accept those credits.

Credit for courses received at an institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia (TCSG) and whose entrance requirements and curriculum are equivalent to or greater than those of the College will be considered for award of transfer credit. Credit may be granted for formal military schools, training and correspondence courses in accordance with the American Council on Education.

Ogeechee Tech recognizes that it is necessary to establish reasonable and definitive policies for accepting transfer credit. The College developed these guidelines in accordance with the standards set by the American Association of Collegiate Registrar’s and Admissions Officers.

Ogeechee Tech distinguishes between the acceptance of credit and the applicability toward program requirements. Applicability of credit toward a credential refers to the prerogative of the academic divisions to count specific credit toward the fulfillment of graduation requirements.

The Registrar determines the transferability of courses taken at other postsecondary institutions by considering the educational quality of the learning experience for which the student seeks transfer credit; the comparability of the nature, content, and level of learning experiences to the courses offered at Ogeechee Tech (the course is essentially the same content as the course to be taken at the College); and the appropriateness and applicability of the learning experiences to the programs offered at Ogeechee Tech and how recently they occurred. The College established the following procedures to guide the Registrar in awarding transfer of credit:

- In order for the Registrar to evaluate credit, the students must submit official transcripts from colleges to Ogeechee Tech. All official transcripts must include final grades.
- Students may receive transfer credit for courses for which they earned a C or better. The Registrar will not award transfer credit for courses with grades below a C, including D, F, I, IP, S, U, W, and WF.
- Due to the rapid changes in technology and technical information, program specific courses will be considered for transfer credit in a program only if the

course work has been completed within the past five years (60 months). Technical courses that were taken five years prior to admission to Ogeechee Tech will be evaluated for technical currency for course content by the program faculty. A student desiring consideration of credit for technical courses or experiences that are more than five years old can request transfer by exemption testing.

- Transfer credit will be considered without restriction of completion dates for those courses in academic disciplines. Examples of these courses include, but are not limited to, English, psychology, mathematics, physical sciences, natural sciences, and social sciences.
- The Registrar will not award transfer credit for learning support coursework. Institutional courses such as college orientation courses will be transferred if taken at other TCSG colleges.
- The transfer credit is recorded as TRA, TRB, or TRC on the Ogeechee Tech transcript and is not included in the calculation of the semester, cumulative, or graduation grade point average. The third letter indicates the actual grade earned in the course. For competitive admission programs, grades for credit earned as transfer credit will be evaluated for GPA and calculated in the GPA under consideration for program admission.
- Students may access their records online through the College website via BannerWeb to verify the transfer credit awarded by the Registrar.
- If coursework is earned at a nationally accredited college, Ogeechee Tech reserves the right to evaluate instructor credentials applicable to the requested transfer coursework.

A student who has attended a previous college and is eligible for transfer of credit for English and math is not required to take a placement exam for Ogeechee Tech admissions. However, if the student for any reason takes the exam and scores indicate the need for a learning support class, the student forfeits evaluation of their transcript and the scores on the exam will determine placement, except in the case of a competitive admissions program.

Students wishing to transfer from Ogeechee Tech to another college must contact that college directly to determine transfer of credit.

Experiential Learning/Military Training Credit

Credit may be awarded for education/training experiences in the Armed Services. Such experiences must be certified by the American Council on Education (identified in the Council's publication: Guide to the Evaluation of Educational Experiences in the Armed Services) or the official catalog of the Community College of the Air Force or a similar document. The experiential learning will be evaluated by the program instructor along with the Registrar to determine the course competencies. Credit will be given on the basis of individual evaluation. Course information must be present on the Armed Forces transcript. Credible military experience must closely correspond to the course(s) in the

Ogeechee Tech curriculum content and competencies. The time limit specified in the transfer credit section also applies to the experiential learning.

Prior Learning Assessment (PLA)

PLA is a process for evaluating knowledge and skills in order to award college credit for learning from on the job learning, corporate training, independent study, military service, Georgia Peace Officers Training (P.O.S.T.) or volunteer service that is consistent with the Ogeechee Technical College 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. A grade of "EXP: will be entered on the permanent record.

Professional Certification

Ogeechee Technical College considers credit awarded for non-collegiate educational programs as recommended by the American Council on Education (ACE). ACE's National Guide to College Credit for Workforce Training and National Guide to Credit Recommendations for Non-collegiate Courses contain recommendations for experiential learning and professional examinations or certifications offered by other organizations separate of postsecondary educational institutions, including agencies offering professional certifications and the military. Documentation is required. The faculty member of the program in which the student is enrolled evaluates the documentation to determine if the experience meets or exceeds the program/course standards and makes a recommendation to the Registrar only if sufficient documentation is provided. Final determination is made by the Registrar. The process ensures all course work and outcomes are at the appropriate collegiate level.

International Earned Credit

International Credit – Course credit may be awarded for courses completed with a "C" or better, or its equivalent, from an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Credit will be awarded for courses, subject to the receiving institution assuring that state standards and applicable accreditation criteria are met.

International Articulation – Colleges may establish an Articulation Agreement or Joint Diploma/Degree Plan with an international college, university, or other postsecondary institution that is authorized and/or accredited by applicable government and/or accreditation agencies in its own country. Courses from an international institution must be evaluated to show that state standards and applicable accreditation criteria are met.

International Credit Evaluation – Ogeechee Technical College may choose to receive accurate evaluations of international credentials for comparability to US credits from private credential evaluation services. Refer to the US Network for Education Information (USNEI), a DOE administered website and public-private partnership that provides a list of possible credential evaluation services. The Registrar will make the

final decision regarding the award of transfer credit. Grade points will not be assigned to transfer credit.

Articulated Credit

Articulated Credit is an option that allows high school students to receive advanced placement or exempt courses by taking articulated courses in high school. The student must submit a high school transcript showing the completed courses the student wants to receive credit from.

Ogeechee Technical College must validate student competencies before awarding articulated credit for competencies learned in high school by administering the final examination/exemption examination for the course to be articulated. No fee shall be charged to students taking an exam to validate articulated credit from high school. The student must score equal to or higher than the required scores for the courses.

The College shall bank credit after a high school student successfully passes the exemption exam required to articulate subject credit. This credit shall be applied to the student's record once he/she matriculates to the College. The high school student must matriculate within 2 years after high school graduation, unless dictated by program standards. A list of approved courses is available from a high school counselor or the Admissions Office.

Ogeechee Tech will honor local articulation agreements statewide when students move from one area of the state to another and will validate the credit by administering the final examination/exemption examination for the course being transferred.

Articulated credit awarded will be indicated on transcript/permanent records by use of the letters "AC."

Institutional Exemption Exam

A student may receive credit for courses by passing an exemption examination only if the student has never attempted the course nor made a grade of D or F in an equivalent course at OTC or another postsecondary institution. A student cannot withdraw from a course and register to take an exemption examination within the same term nor can a student take an exemption examination if he/she is currently registered for the course. Students wishing to pursue credit by examination must:

- Be admitted and enrolled in a program of study at Ogeechee Technical College;
- Be able to present evidence which would indicate that the student has the education, training, or work experience similar to that given in a course being challenged and not a faculty member from his/her program;
- Complete the Application for Credit by Examination form, and obtain approval from the student's academic advisor and the instructor responsible for

administering the exam, the Academic Dean, and the Vice President for Academic Affairs;

- Take the application to the Business Office in Building 600 (JEK Annex) and pay the TCSG approved non-refundable fee for the examination;
- Present the application and a receipt of payment to the instructor responsible for administering the examination; and
- Earn a score of at least a “C”.
- For competitive admissions programs, grades for credit earned by exemption exam will be evaluated for GPA and calculated into the GPA under consideration for program admission.

The examination will be taken during the week of final examinations unless otherwise approved on a case-by-case basis by the appropriate Academic Dean. A grade of “EXE” will be entered on the permanent record if the exemption exam is successfully completed. The hours for the exempted grades will not be computed in the grade point average.

Exemption exams may be taken twice and must be a course or elective in the student’s program of study. Ogeechee Technical College may accept credits awarded by another TCSG institution.

NOTE: The Academic Affairs Division determines which courses exemption exams may be given for. A list of courses is available in the Office of the Vice President for Academic Affairs.

Academic Affairs reserves the right to change the courses on this list at any time and without notice.

Standardized Exam Credit

Credit may be awarded based on nationally normed exams including, but not limited to, the following:

CLEP - Credit will be awarded for successful completion of any appropriate CLEP (College Level Examination Program) subject area examinations. Credit should be awarded based on score recommendations of the Council on College Level Services.

Advanced Placement Examinations - Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at the College) in high school and achieve a score of 3 or more on the Advanced Placement Examination. The Advanced Placement Examinations are offered by the College Entrance Examination Board.

International Baccalaureate Credit- Credit will be awarded to students who have taken appropriate courses (determined equivalent to courses offered at a Technical College) in high school and achieve a score of 3 or more on the International Baccalaureate

Examination. The IB Examinations are offered by the International Baccalaureate Examination Board

Residence Requirements

Ogeechee Technical College requires a minimum of twenty-five percent (25%) of the course work of a particular program of study be completed at the College in order to be granted an award.

Changing Program of Study

If students change their program of study at Ogeechee Tech, any courses common to the original program of study and the new program of study are transferable, providing that the student received a minimum score of C for the course.

Transient Courses

A transient student is a student who is currently enrolled at one postsecondary institution seeking to take classes at another postsecondary institution. At Ogeechee Tech, students must obtain permission from their program advisor before applying as a transient student to other TCSG colleges through www.gvtc.org.

Grading procedures for transient students are the same as for traditional students. Therefore, the transient student's grade will be sent from the host school to Ogeechee Tech (home school) for recording of the grade upon completion of the course. The grade becomes a part of the student's permanent record. The grade will be recorded as a transfer credit.

VII. RECORD RETENTION

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Student Records Retention Schedule.