

Transfer Credit

Coastal Pines Technical College (CPTC) assumes responsibility for the academic quality of any academic credit recorded on its transcripts and ensures all academic credit is at the collegiate level and is comparable to CPTC's credit programs. Advanced placement allows a student to receive course credit based on previous experience, formal or informal, and results in advanced standing within a degree/diploma/certificate program.

Advanced placement includes the following:

- Secondary School Articulation Credit
- Standardized Exam Credit
- Military Training Credit
- Prior Learning Assessment (PLA)
- Institutional Exemption Examination

Transfer Credit

As part of the admissions process, all official transcripts submitted by applicants to the college are evaluated for credit transfer. Credit for courses at a college, university, or other postsecondary institution accredited by a national or regional accrediting agency recognized by the U.S. Department of Education and the Technical College System of Georgia and whose curriculum is equivalent to or greater than that of CPTC will be considered for award of transfer credit.

Students who have completed all or part of their secondary or postsecondary education outside of the United States are required to have their foreign educational credentials evaluated and approved by an independent evaluation agency.

Collegiate credit awarded by colleges, universities, or other postsecondary institutions not fully accredited nor in candidacy status for accreditation from a regional accrediting association will be considered for transfer credit following the verification of instructor credentials and approval by the Vice President for Academic Affairs or his/her designated authority.

CPTC will honor any academic sanctions imposed on applicants by the last postsecondary institution attended.

Awarding of transfer credit by CPTC does not guarantee that institutions subsequently attended by the student will accept the credit.

The following guidelines apply to the evaluation of transfer credit:

- An official transcript is on file from all post-secondary institutions attended. Credits from one former institution appearing on the transcript of another institution can neither be evaluated nor accepted for credit without an official transcript from the institution of origin
- A desktop review (evaluation of courses for transfer credit) is required
- A grade of "C" or higher has been earned for each course transferred
- Occupationally related technical course work should have been completed within 7 years prior to enrollment at CPTC. Credit competency Exams are available for consideration of credit for technical courses that are more than 7 years old.
- No time limits exist on transferability of general education coursework
- The course is essentially the same in content as the course at CPTC
- Maximum credit hours awarded for a transfer course will not exceed the credit hours assigned to equivalent course at CPTC
- Course descriptions, syllabi, and pertinent catalog information will be reviewed to assure course compatibility with those of CPTC. Students are responsible for obtaining appropriate course descriptions and additional documentation if needed
- Decisions regarding the transfer of academic credit are made by the Registrar

Articulated Credit

Articulated credit may be awarded for course work completed under articulation agreements when established competencies have been achieved. Credits earned in specific secondary school courses are eligible to be articulated for high school graduates as referenced by Technical College System of Georgia policy.

The following guidelines apply to CPTC articulated credit for high school graduates:

- An official high school transcript must be on file
- Student must enroll within two years of graduation
- A minimum grade of 70 must be earned in comparable secondary technical courses
- For each course to be articulated, a student must pass the respective Competency exam
- No fee shall be charged for validation of articulated credit
- Articulated credit must be defined in state agreements.

Military Training Credit

Credit may be awarded for training received in the Armed Forces. Students requesting credit should submit an official training certificate/transcript to the Admissions Office.

The following guidelines apply to military training credit for transfer:

- The training must be certified by the Guide to the Evaluation of Education Experiences in the Armed Forces published by the American Council on Education or by the official catalog of the Community College of the Air Force.
- Time limits for transfer will be the same as those for traditional transfer credit. Credit Competency Exams are available for consideration of credit for technical courses or experiences that are more than 7 years old.
- Training experience meets required competencies of courses offered at the College.
- Advanced standing credit may be awarded for military training or successful completion of a Credit Competency Exam. Training experience and Competency Exam scores must meet competency requirements for the equivalent CPTC course.
- Military training credit is recorded as "TRM" on the transcript and is not calculated in the grade point average

Standardized Exam Credit

CPTC may award credit for a limited number of college level subject exams available through several nationally recognized examination boards. Credit may be awarded for approved Advanced Placement (AP) Examinations, College Level Examination Program (CLEP), and International Baccalaureate Credit pending review by the Registrar and appropriate faculty. Advanced Placement Examinations are offered by the College Entrance Exam Board. Exams administered for CLEP subject matter are awarded according to the American Council on Education's College Board. International Baccalaureate Credit examinations are offered by the International Baccalaureate Examination Board.

The following guidelines apply to College Board examination credit:

- Students must receive a score of 3 or higher on the Advanced Placement (AP) exam
- Students must score at the 50th percentile or above on the CLEP test
- Official test scores must be sent directly from the College Board to CPTC's Office of Admissions
- Students must receive a score of 3 or higher on the International Baccalaureate Examination
- Standardized exam credit is recorded as "EXE" on the transcript and is not included in the calculation of grade point average.

Institutional Exemption Exam

For students with previous knowledge and skill acquired through experience or other means, credit may be obtained for certain specified courses by demonstrating mastery of the subject through written and/or performance exams. A student may receive course credit by passing an institutional exemption exam. The exam validates competencies and skills the student would obtain through enrollment in the course.

The following conditions govern credit by exemption exam:

- Student may not be currently enrolled in the class for which exemption is attempted
- An exemption exam may not be attempted during the same term for which student withdrew from the course he/she is attempting to exempt
- Credit by exam is prohibited for any course in which a grade of "D" or "F" has been earned by the student
- An exemption exam can be taken only once
- No more than 23 semester credit hours may be earned by institutional credit exam
- Payment of applicable exemption exam fee must be made prior to taking the exemption exam (25% of course tuition). Charges for the exam are nonrefundable and are not covered by financial aid
- No fee shall be charged to students taking an exam to validate competency following completion of required modules in a learning support class

Prior Learning Assessment (PLA)

A student seeking credit for non-credit coursework, such as on the job learning, corporate training, experiential learning or professional or industry certification, may request a Credit Competency Exam or evaluation of work experiences. Student requests for the evaluation of licensure, certifications, and/or work experience for course credit are handled on a case by case basis. Documentation is required. Appropriate faculty members, Deans and the Registrar collaborate on an evaluation of the documentation portfolio. The process ensures all course work and outcomes are at the appropriate collegiate level. A grade of "EXP" is entered to indicate successful completion of the CPTC Credit Competency exam or approval of credentials evaluation and is not included in the calculation of grade point average.

Designation of Credit

- Transfer credit is recorded as TR (A, B, or C) on the transcript and does not require the payment of course fees. The credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Military training credit is recorded as "TRM" on the transcript and is not calculated in the grade point average
- Articulation credit is recorded as "AC" (A, B, or C) on the transcript. This credit is not included in the calculation of the student's grade point average except for consideration of program admission into competitive admission programs
- Exemption Credit is recorded as "EXE (Exam) or EXP (Portfolio)" on the transcript and is not included in the calculation of grade point average