

F68-25 EVALUATION AND TRANSFER OF CREDIT; RECOGNITION OF OUTSIDE DEGREES

Legislative History:

Document dated December 27, 1968.

At its meeting of December 16, 1968, the Academic Council approved the following policy for Evaluation and Transfer of Credit, presented by Chairman Muzzy of the Student Admission and Retention Committee

ACTION BY COLLEGE PRESIDENT:

"Approved." Signed: Robert D. Clark, January 9, 1969.

EVALUATION AND TRANSFER OF CREDIT TOWARD THE SAN JOSE STATE COLLEGE DEGREES

F 68-25

Objective: To provide a unified and consistent statement of general policy for the College regarding acceptability of various transfer credit which will:

1. Be readily available to administrators and to faculty, particularly in their function as student advisers, perhaps through the Staff Reference Book.

2. Serve as the framework for procedures and as guidelines in specific decisions of the Admissions Office evaluation staff.

Let it be stipulated:

1. That course transfer within the California system of public higher education, being subject to other factors, be excluded from this discussion

2 That "Report of CREDIT GIVEN by Educational Institutions," an annual publication of the American Association of Collegiate Registrars and Admissions Officers, be the primary reference for staff use and the source of ratings referred to in this presentation

Recognition of Transfer Credit and Degrees from U.S. Institutions Outside California and from Private Institutions in California.

I. Institutions with Regional Accreditation

A. Transfer of credit toward the baccalaureate degree.

1. Credit which shall not be transferred and which shall be excluded from evaluation.

a. Remedial courses.

b. Work attempted in a terminal/vocational program, including any general education courses offered to the terminal student which are differentiated from similar courses in the same institution which are offered for transfer purposes.

c. Work in a 4-year institution not offered for degree credit.

d. Work attempted in a law school, seminary, technical institute or other professional school, except

1) Courses for which there is an equivalent in San Jose State College offerings, and

2) Liberal arts/general education (rather than professional) courses.

The student may petition the Dean of Undergraduate Studies for additional credit after enrollment.

2. Credit which shall be transferred and included in computation of the over-all grade point average.

a. All work other than that excluded under A-1 which is shown on the transcript of a regionally accredited institution.

1) Transfer courses which have been accepted for credit toward the baccalaureate degree may be applied toward general education requirements if they:

- (a) Appear to be designed to meet general education requirements at the institution where offered, or
- (b) Are first (basic) courses in the field of study, or
- (c) Are comparable to San Jose State College courses used to meet general education requirements.

2) Courses which have been used to satisfy San Jose State College general education requirements may be used in the major provided the major includes an equivalent number of units beyond the 24 semester unit minimum required by Code. (5 Cal. Adm. 40500 (b), 40501 (b))

All general education electives must be courses outside the major department.

3) Application of courses and/or units toward a major/minor is subject to the policies of the appropriate department/school and if transferred from an institution accredited as "specialized" may be limited by the department/school.

b. Credit shall be given for courses in departments of religion or religious subjects on the same basis as for other courses from accredited institutions; i.e., credit towards general education or other special requirements where there is an equivalent course which meets such requirements offered at San Jose State, and credit as elective units for graduation for all other such courses.

B. Recognition of degrees.

1. All bachelor's or master's degrees earned in an institution accredited to offer this level of work shall be accepted as a basis for admission to the Graduate School provided such degree was granted not earlier than two (2) years prior to the initial accreditation date.

2. Evaluation of the content of an acceptable degree for admission to a particular program is the responsibility and prerogative of the appropriate department/school.

II. New Public Institutions for which regional accreditation reasonably may be expected in due time, for purposes of admission and evaluation of transfer credit, shall be regarded as are regionally accredited institutions. Also so regarded shall be two (2) year institutions accredited by their state departments of education or by their state universities.

III. Institutions Which Do Not Have Regional Accreditation but which are listed in CREDIT GIVEN with an A, B, or C rating.

A. Transfer of credit toward the baccalaureate degree.

1. Credit which shall not be transferred and which shall be excluded from evaluation.

a. All work excluded under I-A-1. b. Courses offered as specialized education except as provided for below.

2. Credit which shall be transferred and included in computation of the over-all grade point average.

a. Courses offered as specialized education in such areas as art, business, engineering including aeronautics, drama, music, religion, etc., may be transferred under the following procedures:

1) At the initiative of the department/school, the Admissions Office or the student as the need arises, the Admissions Office will provide to the chairman/dean of the appropriate department/school all information available from such sources as CREDIT GIVEN, AMERICAN UNIVERSITIES AND COLLEGES, AMERICAN JUNIOR COLLEGES, with the institution's catalog if possible, for his recommendation regarding acceptance of courses in the special field.

2) Recommendations shall be made regarding institutions, not individual students, and shall be made by the department chairman to the dean of the school to the Dean of Undergraduate Studies, who will inform the Admissions Office of the decision.

3) The Admissions Office shall keep a permanent record of such recommendations by institution and will refer to the record in subsequent evaluation of transcripts from the same institution.

b. All other work as listed under I-A-2-(a).

B. Recognition of degrees.

1. Institutions with A ratings - All 4-year bachelor's degrees provided the degree was granted not earlier than two (2) years prior to the first listing of the institution with an A rating.

2. Institutions with B or C ratings - The degree shall not be recognized. A student or department may

appeal a denial of admission under this provision to the Graduate Committee.

IV. Institutions Which Do Not Have Regional Accreditation which are listed in CREDIT GIVEN with a D, E, or I rating.

A. No credit shall be granted toward admission.

1. Provided the applicant qualifies for admission in all other respects, enrolls in the college, and requests review, credit may be allowed for comparable courses if it can be established that at least three regionally accredited institutions in the vicinity of the D, E, or I rated institution would accept its credits. Credit may be allowed as units completed toward the degree and toward course requirements but shall not be calculated in the grade point average.

2. Credit may be allowed by examination.

B. Degrees shall not be recognized.