

Unconditional Admission of Transfer Students

1. A transfer student must have submitted to the College an application for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, any other documents required of first-time students.
2. An applicant who has completed the baccalaureate degree will be required to submit only the transcripts from the institution granting the baccalaureate degree for admission purposes only. Additional information may be necessary for other departments, i.e. Financial Aid, nursing.
3. A transfer student who attends another postsecondary institution and seeks credit for transfer to that parent institution may be admitted to the College as a transient student. The student must submit an application for admission and an official letter from the institution which certifies that the credit earned at the College will be accepted as a part of the student's academic program. The official letter must be submitted prior to the student's registration at Central Alabama. A transient student is not required to file transcripts of previously earned credits at other post secondary institutions.

Conditional Admission of Transfer Students

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the College may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on clear academic status.
2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on academic probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.
3. An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after making a successful appeal to the College Admissions and Academic Standards Committee. The decision of the committee is final. If the transfer student is admitted upon appeal, the student will enter Central Alabama Community College on academic probation and the transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION.

General Principles for Transfer of Credit

1. Course work transferred or accepted for credit toward an undergraduate program must represent collegiate course work relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's own undergraduate formal award programs.
2. A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. A transfer grade of "D" will only be accepted when the transfer student's cumulative grade point average is 2.0 or above at the time of admission. If the student has a cumulative 2.0 or above, the "D" grade will be accepted the same as for native students.
See graduation requirements for clarification.
3. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
4. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

Non-Traditional College Credit

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(s). Before receiving credit for a course, a student must meet enrollment requirements for the course. Students may not earn credit through nontraditional academic work for any course in which a grade has previously been received. Applicants must have official documents sent directly to the College Admissions Office from the appropriate agency.

a. CLEP – Central Alabama Community College will award credit for satisfactory performance on CLEP tests (College-Level Examination Program sponsored by the College Entrance Examination Board). CLEP is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement. Nearby CLEP centers are Auburn University at Montgomery, the University of Alabama at Birmingham, and the University of Alabama in Tuscaloosa. Upon receipt of official results from the testing center, Central Alabama Community College will grant credit based on state guidelines.

b. Advanced Placement Test (AP) – Central Alabama Community College awards credit for advanced placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Entrance Examination Board Advanced Placement Program in subjects corresponding to courses offered at Central Alabama.

For course equivalencies related to CLEP and AP see Credit for Non-Traditional Academic Work on page 24.

c. Certified Professional Secretary – Credit will be awarded toward an associate degree based upon the American Council on Education recommendations and upon Southern Association of Colleges and Schools requirements that credit be awarded only in areas offered within the current curriculum of Central Alabama. Credit will be awarded only for comparable courses which are a part of the student's chosen program of study.

d. Credit for Experience in The Armed Services – Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with their evaluation in the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students should contact the Office of Admissions.

e. Articulation Linkage (Technical Division) Central Alabama Community College awards credit for previous training and work experience in technical programs of study by using the following methods of evaluation:

- (1) student transcript;
- (2) document of evidence from area technical schools;
- (3) documentation in writing of previous work experience in the field of study;
- (4) skills evaluation;
- (5) instructor interviews.

f. Tech Prep – Technical Preparation high school courses may provide some college credit based on the articulation agreements between Central Alabama and the student's secondary school.

g. Portfolio Review -- Credit for experimental learning through portfolio review may not be awarded for academic transfer courses and may be used only when items 4 a-f above cannot be used. A portfolio and any supporting documentation must be provided for each course requested. There is a \$25 charge for each portfolio review.

The College may use one or any combination of the above methods in evaluating previous training and work experience. Not more than 25 percent of the total credit required for any program may be awarded through nontraditional means.

Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at Central Alabama Community College for graduation requirements.