

is below 1.5 after the semester in which 12 or more credit hours are attempted, the students are suspended. Their transcripts will read "Suspended-One Semester."

General Principles for Transfer Credit

1. Transfer credit will be evaluated and recorded by the transcript credit coordinator in the Enrollment Services Office once all official transcripts are on file in Enrollment Services. Transfer credit for courses with a grade of "D" cannot be accurately determined until all official transcripts are on file and the cumulative grade point average has been calculated. Students should have all institutions attended forward an official transcript to Enrollment Services as quickly as possible to facilitate this process. Students will be notified in writing concerning the acceptability of their work.
2. Transfer credit will be awarded based on the following criteria.
 - A. Coursework transferred or accepted for credit toward a program must represent collegiate coursework 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 institution's own degree and certificate programs. A course completed at other regionally or Council on Occupational Education accredited post-secondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
 - B. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
 - C. A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above the "D" grade will be accepted the same as for native students.
3. Courses included in the Approved Alabama General Studies Committee General Course Listing for which Jefferson State Community College does not have an equivalent course will be accepted as a core requirement for the appropriate core area in the General Education Core.
4. The transfer course must be 6 or more quarter hours or 4 semester hours to satisfy the requirements of a 4 semester hour course at Jefferson State; 4 or more quarter hours or 3 or more semester hours to satisfy the requirements of a 3 semester hour course at Jefferson State; 3 or more quarter hours or 2 semester hours to satisfy the requirements of a 2 semester hour course at Jefferson State; 2 or more quarter hours or 1 semester hour to satisfy the requirement of a 1 semester hour course at Jefferson State. Exceptions must be requested by the student and approved by the advisor, appropriate chairperson/associate dean/dean and the dean of instruction.

5. The criteria for awarding credit for work completed at international colleges and universities is the same as for institutions within the United States. Students must obtain a catalog match evaluation report from Educational Credential Evaluators, Inc. (ECE), P.O. Box 514070, Milwaukee, WI 53203-3470. Applications are available in the International Student Office, Enrollment Services, and on the ECE web site at www.ece.org. To contact ECE for further information, call (414) 289-3400 or e-mail eval@ece.org.
6. Credit may be awarded based on previous formal training. Examples include military training, Community College of the Air Force, Police Academy, and Fire Academy.

International Students - (F-1 Visa Holders)

Admissions Procedures

All prospective international students must apply for admission to Jefferson State prior to the issuance of the Form I-20. The admissions process must be completed before enrolling in classes.

Admission to Jefferson State Community College requires each of the following to be presented:

1. A completed Jefferson State Community College application for admission.
2. An official copy of the score on the Test of English as a Foreign Language (TOEFL) must be submitted to the International Student Services Office. A score of 500 or better is required from the written TOEFL exam. A score of 173 or better is required from the computerized TOEFL exam. A score of 61 or better is required from the Internet-based TOEFL exam. Students may request that copies of their TOEFL scores be mailed directly to the College. Jefferson State's institutional TOEFL exam code is 1352. Exemption: Students from a country where English is the native** language may be exempt from the TOEFL exam. Transfer students who have successfully completed ENG 101 or higher at a regionally accredited institution with a grade of C or above may also be exempt from the TOEFL requirement.

**Contact the International Student Services Office for the list of countries that are currently exempt from the TOEFL requirement, as set by the Alabama Department of Postsecondary Education.

3. The Jefferson State Affidavit of Financial Support form must be completed and submitted. In addition, an original bank statement from the sponsor's financial institution showing the balance in the sponsor's bank account is required.
4. All high school/secondary school certificates from abroad must be submitted to an outside evaluation agency and then forwarded to Jefferson State. Only reports that determine equivalency to a U.S. high school graduation will be accepted for review. Students must obtain a general evaluation report from Educational Credential Evaluators, Inc. (ECE), P.O. Box 514070,