

NORTHWEST VISTA COLLEGE  
PROCEDURE

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<b>Procedure Number:</b>	AS 010 (formerly AS 17)
<b>Procedure Title:</b>	Transfer Course Equivalency Evaluation

1. PURPOSE:
  - 1.1 Evaluating, awarding and accepting credit for transfer, experiential learning, credit by examination, Advanced Placement, and professional certificates
  
2. PROCEDURE STATEMENT
  - 2.1 To ensure the academic quality of any course work or credit recorded on the NVC transcript.
  
3. EVALUATION
  - 3.1 When pre-existing transfer course equivalency is not found by the Center for Student Information (CSI) using the resources approved by NVC faculty & chairs (TCCNS, Course Equivalency data base – SHATATR/SHATATC), the following steps are taken:
    - 3.1.1 CSI notifies relevant NVC Faculty Chair that a transfer course needs to be evaluated.
    - 3.1.2 NVC Faculty Chair approves/denies course equivalency, in consultation with NVC Discipline /Program Coordinator
    - 3.1.3 CSI updates the student record to reflect the course equivalency.
  
  - 3.2 NVC Faculty has sole authority to evaluate courses and determine approval/denial of equivalency for the college.
  
  - 3.3 Course equivalencies will be added to the Course Equivalency database (SHATATR/SHATATC) when all relevant Faculty Chairs from the ACCD colleges approve. If not all relevant Faculty Chairs approve, the course equivalency will still be posted for NVC students.

Contact for Interpretation: *Vice President for Academic Success*

<b>Relevant Board Policy:</b>	N/A
<b>Relevant SACSCOC Documents:</b>	SACSCOC Standard 10.7 Awarding Credit NVC/CSI Service Level NVC Procedure AS 009 Transfer Course Posting/Processing Procedure
<b>Originating Unit:</b>	Academic Success (w/consultation of Student Success)
<b>Maintenance Unit:</b>	Vice President for Academic Success
<b>Implementation Date:</b>	June 27, 2016
<b>Revision Date:</b>	May 2017, June 2021