



JOB AID NAME	Common Course Equivalence Names			JOB AID NO.	JA-SA-103
DATE OF LAST REVISION	02/22/2022				
APPLIES TO					
FACULTY		STAFF		STUDENTS	X
STUDENT EMPLOYEES		VISITORS		CONTRACTORS	

Purpose: The purpose is to provide tips for transfer credit evaluation.

Scope: The scope is limited to student transfer credit analysis.

- Certificate program courses are not eligible for transfer. The course needs to be from an associate degree or higher program. *Please note- the student does not need to have graduated from the program but it needs to be a course taken as part of an associate’s program All AZC Allied Health program courses are NOT eligible for transfer credit.
- AZ College does not accept college preparatory courses even if they were taken at a College. These are typically assigned a course code lower than 100 or include the verbiage Prep in the course name.
- Transfer credits are only accepted from accredited institutions. If you are unsure if an institution is accredited in any way, you can utilize College Navigator. This is a government website that provides educational statistics for all schools nationwide. You can look up a school to find general information, admissions information and statistics. The website is: <https://nces.ed.gov/collegenavigator/>
- Courses in progress- A student is able to transfer in credits from another institution even if the courses will still be in progress after they start AZC. To be eligible, the course would need to have started before the first day of the session the student will start at AZC. The course should be noted on the TOC with a TBD under Credits Transferred and Grade and with a notation advising the grade needed in order to transfer in the course. (See example below- Note* there is a standard notation for this under the ‘Quick Reference’ tab). When scheduling the student, you assume the student will meet the requirement and do not include the course in their AZC schedule. The requirements for the course to officially transfer in are noted on the PCW.

