

JOB AID NAME	Common Cours	se Equivalence Nam	JOB AID NO.	JA-SA-103	
DATE OF LAST REVISION					
APPLIES TO					
FACULTY		STAFF		STUDENTS	х
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.

AZ College Course Code (Credits & Requirements)	Credits Transferred:	Institution	Term: Semester Year	Course Code	Grade	Notes Regarding Transfer Evaluation Credit
BIO 189 (3) B-/5yrs	TBD	ASU	Summer 2020	BIO 189	TBD	*Course in progress. Students needs B- or better and documentation of final grade to be eligible for transfer.
BIO 004 (4)						

- Courses can be combined in order to fulfil one eligible transfer course (Ex. Student took Anatomy I for 2 credits and Physiology I for 2 credits- You can put them together for BIO 201-Anatomy & Physiology). This also includes if the number of credits for courses are not high enough at a student's previous institution (Ex. Student took 2 College Composition courses that were 2 credits each for a total of 4 credits. Although, it is not enough credits for both ENG 101 and ENG 102, you can combine and give them credit for ENG 101.)
- A course is expected to meet at least 75% of the Learning Outcomes of the AZC course to transfer. The Learning Outcomes are listed below.
- If you are unsure if a course may be eligible for transfer, look on the institution's website to search for the course. Try to find a course description or syllabus to verify if it matches our own. You can also see if the institution itself accepts the course towards Nursing degrees. Our course descriptions can be found in the college catalog and course objectives can be found in the syllabi for our classes in Canvas.
- Most institutions reserve course code numbers less than 100 for preparatory courses. These courses would not be college level and would not be eligible for transfer credit.
- Look at both the course code and course name for key indicators.

Forms/Supporting Document Links:

Revision History:

Date	Description of changes	Requested By	
	Date	Date Description of changes	