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Owner Wendy Davis: VP
for Administration
Area 4000 Students
Policy Numbers 4020

4020 Evaluation of Transcripts/ Retention of Student Records

1. Purpose

The Cochise College associate vice president for student services shall develop and maintain a policy and procedure for evaluation of transcripts and educational experiences and retention of student records, according to appropriate state and federal laws, regulations, and statutes.

2. Evaluation of Transcripts

Students presenting official transcripts from an accredited college or university that is recognized by an Institutional Accrediting Body (IAB) of higher education shall be granted credit for courses in which a C or better grade has been received. **Institutional Accrediting Bodies of higher education** include: New England Association of Schools and Colleges, Higher Learning Commission, Middle States Commission on Higher Education, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

Evaluation and posting of credits shall be made once a student has been admitted to Cochise College. Students may not request nor will they be given an official or unofficial Cochise College transcript until they have registered for and completed a Cochise College course with grade of A, B, C, D, F, P or Audit.

Transfer of accredited college or university upper division (300 and 400 level) courses may be accepted.

Students who have already earned a bachelor's degree from an accredited institution and are now interested in pursuing certain approved associate of applied science (AAS) degrees or a secondary bachelor's degree, may be eligible to use prior bachelor's degree credits to satisfy the general education requirements for the AAS and BAS LMO degrees upon evaluation of transfer credit.

Students requesting evaluation and acceptance of credits from non-U.S. institutions must provide an

official transcript evaluation from a credential evaluation service recognized by one of the following organizations: National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers-International Education Service, Credential Analysis Service (AACRACO IES) and Commission on Graduates of Foreign Nursing Schools (CGFNS). After review, applicable credits shall be posted.

Transfer of college or university level courses shall be accepted from Institutional and Programmatic Accrediting Bodies (IPAB) that are listed in the latest edition of the Higher Education Directory, a directory of accredited postsecondary, degree-granting institutions in the U.S. and its possessions and territories accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Department of Education and by the Council for Higher Education Accreditation (CHEA).

Transfer of college or university credits from IPAB may be accepted for credit in AAS or AGS degrees.

Transfer credit from IPAB cannot be used to satisfy any component of any transfer (AA, AAEE, ABUS, or AS) degree or fulfill the Arizona General Education Curriculum Requirements (AGEC).

Transfer credits accepted by Cochise College shall not obligate any other college or university to accept the same credits, and Cochise College does not guarantee the acceptance of such credits at another educational institution.

3. Retention of Student Records

Admission records are those records a student is required to submit for formal admission to Cochise College. They include, but are not limited to, admission application, high school transcript, GED or other high school equivalency certificates, other college transcripts, transfer evaluation, immigration papers for foreign students, certification of U.S. citizenship and qualification of legal immigration (per Arizona Proposition 300.)

Records of those students admitted to the college shall be retained by the Office of Admissions and Records according to the Arizona state archival records requirements.

4. Prior Learning Assessment (PLA)

The college recognizes that education occurs in various settings and ways other than through the regular credit courses offered by accredited colleges and universities. These may include military or law enforcement training, professional certifications, national examinations, or other forms of self-paced learning, equivalent to college-level content. Therefore, the college shall provide options that allow students to demonstrate competencies gained through non-classroom experiences and to earn college credit for them.

4.1. Credit Options

The following options for earning equivalent college credit shall be recognized and granted based on institutional procedures for 100 level courses and above. Detailed information regarding PLA

procedures shall be available by contacting the associate vice president of student services.

1. Credit is granted for national standardized exams such as the College Level Examination Program (CLEP), the Advanced Placement Examination (AP) of the College Entrance Examination Board, International Baccalaureate (IB), Cambridge International Exams (CIE), and DANTES-Subject Standardized Test (DSST) .
2. Credit for military service is granted based on American Council on Education Military guidelines (ACE Military Guide).
3. Credit for non-collegiate instruction is granted based on American Council on Education national guidelines (ACE National Guide) and approval from the academic dean.
4. Credit is granted for successful completion of certified law enforcement academy training (Custom and Border Protection, AZPOST, and COTA).
5. Credit is granted for specific certifications or other programs approved by the chief academic officer.
6. Credit is granted through the Cochise Academic Challenge (CAC) process, which is student-centered and faculty-driven, for awarding students college credit for demonstrated equivalent course knowledge. The CAC process is overseen by the Office of Admissions and Records, in collaboration with the respective academic dean.
 1. Some college programs may allow students to earn PLA credit by completing a comprehensive challenge exam. These exams may include a written exam and/or practical (hands-on) exam. Credit for challenge exams is only available for courses which are in the student's current major or program of study. When a student passes a challenge exam, the academic division shall submit any necessary documentation to the Office of Admissions and Records. A students' transcript shall not reveal any unsuccessful attempt to earn credit for a challenge exam.
 2. Other academic programs may allow for successful portfolio assessments for PLA credit (please contact the specific academic program for expectations, standards, and guidance on portfolio development).
 3. A list of courses that are eligible for academic challenge is available from the college counseling and advising office or from the academic dean's office. Be aware, not all college programs allow academic challenges. Students cannot receive credit for a course that is equivalent to one in which they are currently enrolled or for which they have already received credit. Students may not apply to challenge the same course a second time.
 4. Instructor time/stipend - If an instructor has invested time and effort into preparation of labs, exams, and grading in an effort to accommodate a student PLA challenge exam or portfolio review, the instructor may be eligible for a stipend. The instructor should contact the academic dean prior to challenge related work being done.

4.2. Application of Credit

Prior Learning Assessment credit shall be applied to the student's record in the same manner as transfer credits would normally be applied. A neutral grade (NGR) shall be assigned for all PLA credit, as conventional letter grades may not be awarded. Credit will be reflected on the student's transcript when

the student has satisfactorily demonstrated master of the course learning objectives. Credit shall be counted only once for the same course.

4.2.1. Course Credit Limits

- A maximum of 30 credits of any associate degree may be satisfied by prior learning coursework (exception as noted below for AGECE, if applicable).
- A maximum of 50% of the total credits of any certificate may be satisfied by prior learning coursework (exception as noted below for the AGECE, if applicable).
- A maximum of 20 credits of the Arizona General Education Curriculum (AGECE) certificate may be satisfied by prior learning coursework.
- A maximum of 60 credits of any bachelor degree may be satisfied by prior learning coursework.

4.2.2. Residency

- Credits awarded through PLA do not fulfill the college’s residency requirements.

4.2.3. Transferability of Credit/Disclaimer

- Since colleges differ in their policies relating to acceptance of credit for prior learning assessment, credit granted by Cochise College shall not obligate any other college or university to accept the same credits, and Cochise College does not guarantee the acceptance of such credits at another educational institution.

4.2.4. Financial Aid

- PLA may impact financial aid awards. Students are encouraged to meet with the Financial Aid Office prior to pursuing PLA or nontraditional credit.

4.2.5. Student Cost

- See current tuition fee schedule for applicable student cost.

Approval Signatures

Step Description	Approver	Date
Final Approval	Crystal Wheeler: Executive AdminiAssist President/ Governing Board	04/2024

Employee Senate (or assigned
committee)

Wendy Davis: VP for
Administration

04/2024

ADCAB

Wendy Davis: VP for
Administration

04/2024

Dana Horne: Executive Dean of
Student Services

04/2024

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