

St. Philip's College  
Guidelines/Standard Operating Procedures for the Transfer/ Experiential Credit Equivalency  
Evaluation Process

St. Philip's College operates under the auspices of its accrediting body, the Southern Association of Colleges and Schools: Commission on Colleges (SACS-COC), and, as such, strives to remain in compliance with all of the principles adopted and published by the Commission. The Southern Association of Colleges and Schools: Commission on Colleges adopted the following criteria on acceptance of academic credit in December 2011, as published in the *Principles of Accreditation*:

“The institution publishes policies that include criteria for evaluating, awarding, and accepting credit for transfer, experiential learning, ...that are consistent with its mission and ensure that course work and learning outcomes are at the collegiate level and comparable to the institution's own degree programs. The institution assumes responsibility for the academic quality of any course work or credit recorded on the institution's transcript.”

The accreditation standards of SACS-COC require member institutions to analyze credit accepted for transfer in terms of level, content, quality, comparability, and degree program relevance. The accreditation standards do not mandate that institutions accept transfer credit only from regionally accredited institutions. When an institution relies on another institution's regional accreditation as an indicator for acceptability of credit, it should not be the only criterion used for acceptability nor should it be represented as a requirement of this accreditation agency, which it is not.

**Purpose of the Evaluation Process:**

The purpose of this process document is to clarify the necessary steps St. Philip's College takes to ensure academic integrity and complete the evaluation of transfer course work and assess experiential credit for work.

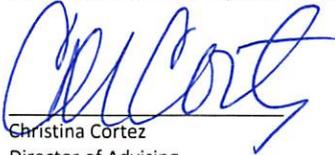
**Evaluation of Transfer Course Work Process**

1. Student submits ALL previous college transcript(s) to St. Philip's College. The Records and Registration staff then upload each transcript to Banner Document Management System (BDMS). After comparing transferred courses to our database, courses which have been accepted as transfer credit will be placed in student portal. If course work is not accepted, the Center for Student Information does not process the course as the course is not on the equivalency listing, then student is encouraged to request course substitution through their advisor.
2. Advisors assist student with the initiation of the packet:
  - course substitution/equivalency,
  - gather relevant course description from previous institution,
  - send all gathered information to the relevant department chair (there must be an attached copy of the unofficial transcript and course description) and copy their administrative assistant for follow-up,
  - identify the course to be subbed at the department level,
  - and provide student contact information for the department chair who will preside over the course evaluation
3. Student must schedule a meeting with the department chair to ensure all relevant documents are considered. Department chair must inform student that the course substitution or equivalency may or may not be approved. All decisions are final and must accompanied by a written explanation for approval or denial of the request.
4. Once the chair completes the substitution request, all documents used to evaluate the request are scanned and emailed to degree awarding chair for signature and copy department administrative assistant.
5. Once signed by degree awarding chair, scan to the supervising dean and copy the dean's administrative assistant. Dean will sign and upload all relevant documents to 3.4.4 server for SACS-COC evidence.
6. The completed course substitution is forwarded to Records and Registration, Office of Advising, and the degree awarding department chair. The degree awarding department chair or designee will notify student of the decision.
7. Records and Registration notates the decision in Banner. Allow 7 - 10 business days for the changes to take affect on the student's records.

## Evaluation of Work Experience and Prior Learning Process

1. Student must contact the degree awarding department chair to receive an application for experiential credit and then be directed to the department where the desired course grants credit.
2. Student will complete application, pay the Advance Standing Examination Fee for the desired number of semester credit hours, and provide department chair with account summary indicating verification of college enrollment. Please note: The Advance Standing Examination Fee is nonrefundable.
3. Completion of stated learning must be verifiable using a third party via certificate, transcript, letter, or some other form of official documentation. It is the responsibility of the student to provide department chair with documentation to be considered.
4. The prior learning assessment will be performed by subject matter experts and must satisfy criteria established by the Texas Higher Education Coordinating Board (THECB) and the SACS-COC. All courses must be at the college-level combining theory and practice, not for experience alone, and meet the student learning outcomes specified by the THECB.
5. All decisions are final and will include explanations for approval or denial of experiential credit.
6. Once the department chair completes the experiential credit application, all documents used to evaluate request are scanned and emailed to degree awarding department chair for signature with a copy being sent to department administrative assistant.
7. Once signed by degree awarding chair, documents will be scanned to supervising dean with a copy being sent to dean's administrative assistant.
8. Once signed by dean, scan to the Vice President of Academic Success and copy the Vice President's administrative assistant.
9. Once signed by Vice President of Academic Success, scan to the dean along with a copy to dean's administrative assistant. Dean will upload all relevant documents to 3.4.4 server for SACS-COC evidence.
10. The completed application for experiential credit will be forwarded to Records and Registration, Director of Advising, and the degree awarding department. The degree awarding department chair or designee will notify student of the decision.
11. Records and Registration will document decision notation in Banner.
12. Allow 7 - 10 business days for the changes to take affect on the student's records. Prior learning credit is non-transferable.
13. A maximum of up to 12 credit hours per student may be awarded under for prior learning experience.

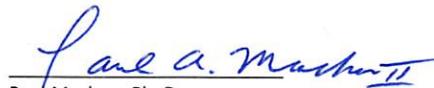
St. Philip's College has created these processes to ensure that when evaluating transfer or experiential credit academic integrity and quality are held to college-level standards in regard to meeting both THECB and SACS-COC requirements. SACS-COC encourages member institutions to consider ways in which they might ease the acceptance of transfer of academic credit while maintaining an acceptable level of academic quality reflecting an institutional unique mission.



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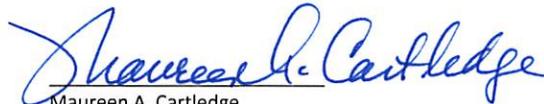
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