

<b>PROCEDURE NUMBER:</b>	<b>1100:815110</b>
<b>PROCEDURE TITLE:</b>	<b>TRANSFER CREDIT EVALUATION</b>
<b>BASED ON COLLEGE PROCEDURE NUMBER AND TITLE:</b>	<b>1100: TECHNICAL MANUAL OF PROCEDURES</b>
<b>EFFECTIVE DATE:</b>	<b>MARCH 23, 1978</b>
<b>LAST REVIEW DATE:</b>	<b>MARCH 15, 2017</b>
<b>REVISION DATE:</b>	<b>May 5, 2020</b>

## **I. PURPOSE**

To establish a procedure through which Miami Dade College (MDC) evaluates postsecondary courses, licenses, examinations, and certifications from other entities to determine the possible awarding of credits.

### **11. PROCEDURES**

#### **A General Provisions**

All students who have enrolled in any postsecondary institution (both domestic and foreign) other than MDC must ensure that MDC receives official and complete transcripts from each institution attended. Only official and complete transcripts will be evaluated. MDC does not award credits for coursework taken on a non-credit basis. College credit may be awarded for noncredit coursework through prior learning assessment when the curriculum has been reviewed by faculty and determined to be substantially the same as college credit coursework. Prior learning assessment procedures are developed to establish the noncredit-to-college credit equivalences and are codified in the MDC Technical Manual of Procedures. Students for whom such transcripts have not been received will be unable to register for classes beyond the first term and/or obtain MDC official transcripts.

Official and complete transcripts will be evaluated after:

1. Reviewing transcripts for authenticity by ensuring that they have been received directly from the institution (except for foreign transcripts as noted below in Section II. C.) and bear an official seal and/or signature, as appropriate.
2. Matching information in the transcripts to admission application data, including, but not limited to name, date of birth, institution(s), and dates of attendance.

3. Ensuring that all courses that apply to the declared program of study have been assigned a final grade since courses in progress will not be posted.
4. Verifying that the student is degree or certificate seeking since transcripts for non-degree seeking students will not be evaluated.

Independent of the number of credits posted, all students must meet the academic residency requirement for graduation for their program of study. See [Technical Manual of Procedure Number 1100: 825212.](#)

For students who earned a degree at MDC, all transfer credits posted will remain a permanent part of the academic record at MDC and will not be deleted. However, students may request a re-evaluation of transfer credits if they have not earned a degree at MDC.

#### **B. Evaluation of transcripts from US postsecondary institutions**

Students who attended US postsecondary institutions are required to request that those institutions send (electronically or by mail) official and complete transcripts directly to MDC. Domestic transcripts will only be accepted directly from the issuing institutions.

1. Credits will be awarded if the institution(s) is accredited by one of these regional associations: Southern, Western, Middle States, North Central (Higher Learning Commission), New England, and Northwest and if comparable in level and content to those offered by MDC. Per Florida Statute 1007.24(7), MDC will also award credit for courses from nationally accredited institutions if they participate in the Florida Statewide Course Numbering System (SCNS) and their accrediting agencies are recognized by the US Department of Education. Under these conditions, credit for courses listed through the Florida SCNS will be posted if they have the same prefix and last three digits as those offered by MDC and if they were active and in effect in the SCNS list at the time students took them.
2. Credits may also be awarded based on appropriate documents reflecting completion of selected training programs, selected examinations, and/or licensures or satisfactory achievement on examinations offered by recognized testing agencies, as identified in separate procedures.
3. Credits from other postsecondary institutions not previously cited will be awarded, provided there is a formal statewide or institutional articulation agreement and all articulation requirements are satisfied.

4. MDC will award credit (as noted above) for courses with passing grades (i.e., A, B, C, and other grades considered passing by the issuing institution such as S and P) applicable to the students' program of study.
5. MDC may award credit for courses with D grades if applicable toward the students' program of study.
6. Both current and re-admitted students that previously had transfer credits evaluated at MDC and have not earned a certificate or degree from MDC may have their transcript re-evaluated upon request of the student or a College official. The re-evaluation would be consistent with the current procedure in which MDC will award credit (as noted above) for courses with passing grades (i.e., A, B, C, and other grades considered passing by the issuing institution such as S and P) applicable to the students' program of study. This would result in the removal of transfer credits that are not applicable to the students' program of study.
7. Courses will be posted with the number of credits and grades earned based on the semester credit system.
8. All grades earned in posted transfer courses will be used in the computation of the Combined Cumulative Grade Point Average and Transfer Cumulative Grade Point Average.

### **C. Evaluation of Previous Degrees**

General education requirements will be waived for all students who have earned an Associate in Arts degree or higher from a regionally accredited institution, either within the United States or countries where English is the language of instruction. These students will also be exempt from entry-level placement testing.

1. General education requirements will be waived for students who have earned degrees from foreign institutions if English was the language of instruction. Otherwise, students will need to present passing scores from MDC approved English proficiency examinations.
2. For students holding an associate degree or higher, all courses that are applicable to their program of study will be posted on the MDC transcript. Additionally, a statement will also be posted on the MDC transcript reflecting the earned degree.
3. Students who earned an Associate in Arts degree or higher are not eligible to be awarded an Associate in Arts degree at MDC.

**D. Evaluation of Transcripts and Degrees from Foreign Postsecondary Institutions**

Foreign postsecondary transcripts must be submitted to MDC and will be evaluated and courses posted as noted in II A of this procedure and only if the institution is included in standard reference sources.

1. All foreign transcripts must be submitted with all the requisite seals and apostilles from the foreign country's Ministry of Education.
2. A certified translation by an American Translators Association (ATA) member organization is required if the foreign transcript is not in English:
3. MDC reserves the right to require National Association of Credential Evaluation Services (NACES) evaluations for any foreign transcripts in which we are unable to verify the authenticity or legitimacy of the documents provided.
4. Students unable to provide their foreign transcripts will have the opportunity to request an exemption from this requirement. This is a one-time privilege at MDC, and students cannot request an evaluation of those foreign transcripts in the future.
5. MDC will award credit for courses with passing grades (i.e., A, B, C, and other grades considered passing by the issuing institution such as S and P) applicable to the students' program of study.
6. MDC may award credit for courses with D grades if applicable toward the students' program of study.
7. Courses will be posted with the number of credits and grades earned based on the semester credit system.
8. All grades earned in posted transfer courses will be considered used in the computation of the Combined Cumulative Grade Point Average and Transfer Cumulative Grade Point Average.
9. Students who hold a foreign degree must provide a course-by-course evaluation by a National Association of Credential Evaluation Services

(NACES) member organization. The list of member organizations can be found at [www.naces.org](http://www.naces.org).



10. Students who have earned a foreign degree, and provided an evaluation from a NACES member agency will have the appropriate statement posted on the MDC transcript reflecting the earned degree.
11. Degrees will be posted for students who are on F1 or J1 visas as per students' request. Otherwise, only courses applicable to the students' program of study will be posted.

### **E. Evaluation of Educational Experience for Service Members**

Service members who are currently enrolled in a degree or certificate program may request an evaluation of their military experience in the Armed Forces. College credits will be awarded based on student's program of study.

#### **The following steps will be used in the evaluation of educational experiences for service members.**

1. Service members must submit the Joint Service Transcript (JST) to Transcript Processing Services for evaluation and awarding of credits for military experience. College credits will be awarded based on the recommendations given by the American Council on Education (ACE).
2. Service members must be degree or certificate seeking since transcripts for non-degree seeking students will not be evaluated.
3. All courses listed on the JST will be reviewed. Only applicable courses will be transferred and posted based on the students' program of study.
4. Transfer course substitutions requested by students or academic advisors will be reviewed and approved by the academic department chairperson after the evaluation has been completed.
5. Credits will not be granted for technical/vocational courses.
6. Service members may be eligible for college credit based on coursework completed throughout boot camp, Military Occupational Specialist School, officer training school, or other military training. For these credits to be awarded, service members have to request an evaluation of their military experience through the office of Prior Learning Assessment (PLA).

	5/5/2020		5/5/2020
Kathy Maalouf, Ph.D. Vice Provost, Student Affairs	Date	Lenore Rodicio, Ph.D. Executive Vice President and Provost	Date