



**IF STUDENT HAS TRANSFERABLE UNITS,**  
 Registrar/Admission Rep. escorts Student with forms to meet with a Financial Aid Rep  
**Official Transcripts**  
**Request for Evaluation of Prior College Credit**  
**Transfer of Credit Acknowledgment form**



Financial Aid Rep reviews how students FA may be affected



Student decides to transfer in units or not  
**(VA students MUST transfer units)**



YES	NO
-----	----



Registrar will fill out a  
**Tuition Adjustment Worksheet**



FA Rep or Admission Rep adds CV Activity  
 documenting that Transferable Credit will not be  
 brought in  
*(Student decision)*



Student will sign w/ Registrar  
**Tuition Adjustment Worksheet**



Registrar will scan signed document into e-Bridge  
**Tuition Adjustment Worksheet**



<i>Already Enrolled</i>	<i>Not Yet Enrolled</i>
-------------------------	-------------------------



All documents will remain in Admission Packet until  
 enrollment is processed



Registrar will apply transferable units to students CampusVue record



Financial Aid & Student Accounts can retrieve documents via e-Bridge  
**Transfer of Credit Acknowledgment form &**  
**Tuition Adjustment Worksheet**



## Transcript Evaluation

**AUTHORITY:** Registrar  
Transcript Evaluator

### **POLICY:**

SJVC is committed to helping students achieve their educational goals. As students often complete coursework at more than one institution, it is the policy of SJVC to apply previously earned credit toward an SJVC degree or certificate (where appropriate) and to provide opportunities for course challenge. A maximum of 50% of the total credits required for an SJVC degree or certificate program may be transferred in from another institution; however, in exigent circumstances (e.g. school closure), the College may make allowance for additional earned credit to be applied toward a student's program of study.

All incoming coursework will be thoroughly evaluated to ensure that the nature, content, associated student learning outcomes, and level of credit earned aligns with the equivalent course requirements of the SJVC program of enrollment.

All VA students with prior college credit or military education must submit their transcripts for evaluation.

### **STANDARDS:**

Current SJVC students who intend to transfer in previously earned credit must notify the Registrar's Office to begin the transcript evaluation process. Prior to SJVC enrollment, applicants must notify their admissions representative of potential transfer credit, and their admissions rep will notify the Registrar's Office on their behalf.

Transcript Evaluator will work collaboratively with Registrar, Academic Applications Administrator, Admissions Staff, and Content Experts (Faculty & Program Directors) to ensure that courses are comparable to SJVC's learning outcomes.

- Students must provide **official transcripts** from the institution where the previous credit was earned.
  - \*Previous SJVC students wishing to return to SJVC do not need to submit official SJVC transcripts for evaluation; the SJVC transcript can be reviewed via the student database.*
  - *Official Transcript Definition:* Sealed transcript received directly from the institution or an e-transcript received from an approved vendor, such as Parchment.
- Prior credit from a Foreign Intuition must be evaluated by a foreign evaluation service. Evaluation report needs to be provided to the Registrar's Office.

- Prior course credit assessment must be completed prior to the academic year in which the student is scheduled to take the applicable course(s).
  - *Exception: VA students must transfer in their prior credit, as applicable, no matter what Academic Year they are in.*
- The Transcript Evaluator will evaluate the prior credit and make a determination as to whether credit will be awarded using the following criteria:
  - Prior domestic credit must be from institutions accredited by an accrediting commission recognized by the US Department of Education.
  - Courses must be, at minimum, equivalent in SJVC unit value
    - Quarter units are to equal 2/3 of a Semester unit (0.67 x Quarter Units = Semester units)
  - Credits transferred in to specifically fulfill SJVC's requirements must be graded 2.0 ("C") or higher.
  - Some science courses require completion within the past seven (7) years in order to be considered for prior course credit.
- Up to 75% of previously earned credit may be applied towards an SJVC program.

A tuition credit of \$75.00 per accepted academic unit will be credited to the non-Veteran Affairs (VA) student account. A tuition credit of \$411.00 per accepted academic unit will be credited to Veteran Affairs (VA) students. All transcripts/reports submitted become the property of SJVC and cannot be returned to students or forwarded to other institutions.

Specific general education courses from the following testing sources may be transferable:

- AP (Advanced Placement Program of the College Board)
- CLEP (College Level Examination Program)
- DSST (DANTES Subject Standardized Test)
- Excelsior College Examinations (formerly Regents of ACT/PEP)

#### PROCEDURE:

1. Official Transcripts and Request for Evaluation of Prior College Credit form (ADS020) will be uploaded to e-Bridge by Registrar
2. Enrollment Services Director or Registrar (if for AY2) will assign a pending activity *AD – Transcript Evaluation* to the **Transcript Evaluator**, noting in Comments the institution(s) from which credit is to be evaluated and the student/applicant's SJVC program of interest
3. The Transcript Evaluator will:
  - Match course descriptions with SJVC's course descriptions/course outlines
  - Determine what, if any, units transfer into SJVC
  - Complete the Request for Evaluation of Prior College Credit Form and upload to e-Bridge
4. If no courses eligible for transfer, Transcript Evaluator will reassign *AD – Transcript Evaluation* activity to Enrollment Services Director or Registrar noting in Comments that no courses eligible for transfer
5. If courses eligible for transfer, the Transcript Evaluator will:

- a) Add all transfer credit to the **Transfer Credit** folder in SUBMITTED status
  - b) Reassign the pending activity *AD – Transcript Evaluation* to the Registrar or Enrollment Services Director with the following information in the Comments:
    - SJVC Course Code(s) for which student has eligible transfer credit
    - Example: *Student eligible to transfer MTH121, MTH122*
  - c) Complete and upload to e-Bridge the Transfer of Credit Acknowledgement Form (ADS020)
6. Admission Advisor or Registrar will confer with student to determine which class(es) to be transferred.
  7. Registrar will complete a Tuition Adjustment Worksheet with the student.
  8. Prior to student signing documents, Admission Advisor or Registrar should escort student with documents to Financial Aid.
  9. After speaking with FA, if student decides to transfer in units, student will sign all documents. Signed documents are given to the Admission Rep (enrollment packet) or Registrar.
    - **VA students who have transferable units, must transfer in their units, they do not have the option to “opt out” of their transferable units.**
  10. Registrar will process transfer credit
    - a) Go to student’s Schedule folder (CampusVue) and unregister the course(s) to be transferred in. Example: Unregister CON155
    - b) Go to student’s Transfer Credits folder (CampusVue)
      - Courses will be populated by Transcript Evaluator
      - Select the course that is being transferred in (SJVC course listed in far right column) by clicking in the appropriate row
      - Select the Edit button

Student Accounts  
Academic Records

Transfer Credits

Search By: Student  Search

Filter By: Status: All Statuses  
 All Institutions  Colleges/Other  High Schools  
 High School: All Colleges

	Date Submitted	Add Relationship	Institution	Course	Course Descrip	Credits	Clock Hours	Date Completed	Course Grade	Campus Course
<input type="checkbox"/>	10/9/2014	Add Relationship	BAKERSFIELD	MATHBA	Elementary Algebra	3		12/14/2006	A	MTH121
<input type="checkbox"/>	10/9/2014	Add Relationship	BAKERSFIELD	MATHBD	Intermediate Algebra	4		10/7/2012	B	MTH122
<input type="checkbox"/>	10/9/2014	Add Relationship	College of the	ENGL1	College Reading &	4		12/7/2006	B	ENG122
<input type="checkbox"/>	10/9/2014	Add Relationship	College of the	ENGL251	Introduction to	4		10/6/2013	B	ENG121

Buttons: Delete Selected, Add, Edit

Status: SUBMITTED  
 Grade Received:   
 Credits Transferred: 3  
 Term: Transferred Units  
 In Degree Audit

Comments: MATHBA/F06/3 UNITS/A

Summary:

	Credits	Hours
Units submitted by student:	15	0
Total units transferred:	0	0
Number of Transfer Units per Enrollment		
Enrollment	Credits	Hours

Close

Information will be entered by Transcript Evaluator

Transfer Institution

Transfer Course

Grade received & Date Completed

Unit value of course

SJVC course for which credit will be accepted and its SJVC credit/hour

SJVC credit will apply to Transfer Term

Comments will display on Transcript & Degree Audit upon transfer approval

Transfer Credits

Transfer Type: UNSPECCL

Institution Course

Institution: 004015 BAKERSFIELD COLLEGE Add Institution

Course: MATHBA Elementary Algebra Add Courses

Min Grade: C Grade Received: A Date Started: Date Completed: 12/14/2006

Start Date: 10/1/2006 End Date:

Credits: 3 Clock Hours: 0

Description: Elementary Algebra

Transfer Info

View only Active Courses

Campus Course: College Algebra - Part A Credits To Transfer: 3.00 Hours To Transfer: 45.00

Status: SUBMITTED In Degree Audit?  Grade:

Term: TRANSFER  View only Active Terms

Comments: MATHBA/F06/3 UNITS/A

Buttons: Save, Cancel, Close

- Under the Transfer Info section:
  - Status: Change from Submitted to APPROVED using drop-down
  - Grade: Select “T” grade from drop-down
  - **DO NOT EDIT ANY OTHER FIELD**
  - Save> OK> Close

- Repeat for each transfer course

10. Registrar will scan Tuition Adjustment Worksheet into e-Bridge and distribute with Transfer of Credit Acknowledgement to applicable parties (FA, Student Accounts).

11. If student denies transfer credit:

***(VA Students don't have the option to deny their transferable credit)***

- Follow step #9b, but instead of Approved, select **NOT APPROVED**
- In Comments, delete previous comments and enter note that “Student denied transfer of credit”
- Save> Close
- Repeat for each transfer course student denies

**Transfer Credits**

Transfer Type: UNSPECCL

**Institution Course**

Institution: 004015 BAKERSFIELD COLLEGE

Course: MATHBD Intermediate Algebra

Min Grade: C Grade Received: B Date Started: Date Completed: 10/7/2012

Start Date: 10/5/1997 End Date: Credits: 4 Clock Hours: 0

Description: Intermediate Algebra

**Transfer Info**

View only Active Courses

Campus Course: College Algebra - Part B Credits To Transfer: 0.00 Hours To Transfer: 45.00

Status: NOT APPROVED In Degree Audit?  Grade:

Term: TRANSFER  View only Active Terms

Comments: Student denied transfer of credit