

4. The calendar shall provide for faculty members on nine-month contracts to serve in conformance with standards of the Coordinating Board and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

### **Academic Regulations VII.B: Definition of Credit Hour**

The basic unit of credit at the College is the semester hour. All courses have an assigned credit-hour value, as listed in the Catalog and/or related official publications. All courses' assigned credit-hour value is further defined by total credit hours, lecture hours, and lab credits, or units, as applicable which are identified in the Catalog. Many are 3-3-0 (3 semester credit hours—3 lecture—0 lab). Some have combinations of lecture and lab hours (e.g., 4-3-1, that is, a total of 4 semester credit hours, consisting of 3 lecture hours and 1 lab credit).

One credit hour for a semester is 16 instructional, or lecture, contact hours. One instructional contact hour is equal to 50 minutes. One lab credit unit is equal to 3 lecture, or instructional, hours, which is equal to 150 minutes.

#### a. Course Numbers

All credit courses offered by NLC are identified by a four-digit number (for example, ENGL 1301).

The first number identifies the level of the course:

- 0 = Developmental
- 1 = First-Year
- 2 = Sophomore

The second number indicates the semester credit hour (SCH) value of the course.

The third and fourth numbers distinguish the courses within a program area.

### **Academic Regulations VII.C: Transfer Credits**

Only academic courses in which a “D” or better has been earned may be applied toward a certificate or degree, and only technical courses in which a “C” or better has been earned may be applied to meet the requirements in the academic plan. This policy applies to all degree plans.

Credit may be transferred to the College from colleges and universities accredited by one of the following associations:

- Accrediting Commission for Community and Junior Colleges, Western Association of Colleges and Schools

- Accrediting Commission for Senior Colleges and Universities, Western Association of Colleges and Schools
- Commission on Higher Education
- Middle States Association of Colleges and Schools
- Commission on Institutions of Higher Education
- New England Association of Colleges and Schools
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis:

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Continuing Education & Training (ACCET)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

The College's Center for Student Information (CSI) is responsible for verifying an institution's accreditation status and for processing existing course equivalencies. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at the College in order to grant the degree or certificate.

Courses taken ten (10) or more years prior to a student's last enrollment at the College will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be

evaluated and awarded as determined by the program lead with approval by the Vice President for Academic Success or designated appropriate academic dean.

### Transfer Transcript Evaluation

The term “official transcript of record” refers to the record of coursework transferred from other accredited colleges and universities to the College. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at the College.

The College accepts any passing grade from any accredited institution. Passing is a grade of “D” or better. Transcripts received become the permanent property of the College. Official transcripts from all colleges and universities attended must be forwarded directly to the College. Transcripts may not be faxed. Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

### Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Joint Services Transcript (JST).

### Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). *NOTE:* Some evaluation services require translation from a translation service. All Alamo Colleges follow the same admissions procedures for students seeking admission with foreign transcripts.

## **Academic Regulations VII.D: Grading System Definitions**

### **1. Grades**

Course instructors of record establish grading policy in their respective syllabi. Course grades reflect student achievement in relation to the attainment of the learning objectives and goals of the course.

Permanent grades are recorded only at the end of each semester/session. The grades used are:

- A (excellent/exceptional performance)
- B (above average)
- C (average)