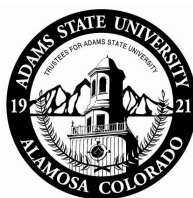


POLICY NUMBER: 100-13-05  
CHAPTER: Undergraduate Academic Policies: Transfer Policies  
SUBJECT: Vocational Credits



**ADAMS STATE UNIVERSITY**  
**Part III: Academic Policy**  
**Chapter 100-13: Undergraduate Academic Policies: Transfer Policies**

**Policy Number:** 100-13-05  
**Subject:** Vocational Credits  
**Effective Date:** Revised November 11, 2020  
**Supersession:** N/A  
**Office of Primary Responsibility:** Office of Academic Affairs

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### **Policy Statement**

It is policy that vocational credits, and those which have no equivalent at ASU, and are listed as ELEC on the transcript, can be considered for credit after the student completes 24 hours of coursework at ASU with a 2.0 GPA or higher. Credit applied towards the major must be approved by the program chair of the student's major. Credit applied towards general education credit must be approved by the VPAA in consultation with the relevant program chair. Vocational credits may be applied towards elective credit.

### **Purpose**

The purpose of this policy is to provide guidelines for the allocation and transfer of vocational credits.

### **Definitions**

- A. CEP Advisor: A staff member in the Correspondence Education program who advises incarcerated students on their academic program.
- B. Course Equivalency: A course that is determined to have similar content and student learning outcomes as that of a course taken at another institution.
- C. Distance Advisor: The staff member who advises undergraduate students seeking a distance degree through Adams State Online.
- D. Major: Program of studies in which a student intends to concentrate.
- E. No Equivalent: Course taken at another institution for which ASU has no course with similar course content.
- F. Program Chair: The individual responsible for oversight of all administrative functions in an academic program.

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- G. Transfer Coordinator: The ASU staff member charged with reviewing the transcripts of transfer students and assigning transfer credit for courses equivalent to ASU courses. The Transfer Coordinator is housed in the Admissions Office.
- H. Vocational Credits: Courses of an applied or technical nature such as those in certificate programs.

### **Procedures**

- A. The Student will complete 24 credits hours at ASU with a 2.0 GPA or higher.
- B. The student will submit official transcripts to the Admissions Office, Extended Studies Office or Correspondence Education Program.
- C. The Transfer Coordinator, Distance Advisor or CEP Advisor will determine if there are ASU equivalents and notify the students of any that do not have equivalents or that are considered vocational classes.
- D. The Transfer Coordinator, Distance Advisor or CEP Advisor will ask the program chair of the major to review course descriptions or syllabi (provided by the student) for the courses to be applied towards the major and will assign appropriate credit towards the major or elective credits.
- E. The program chair will notify the Transfer Coordinator, Distance Advisor or CEP Advisor of any courses for which credit is to be granted.
- F. The Transfer Coordinator, Distance Advisor or CEP Advisor will ask the VPAA for approval of credit for general education courses, to be determined in consultation with the appropriate program chair.

### **Responsibility**

- A. The student is responsible for completing the required number of courses, submitting official transcripts, and providing the Transfer Coordinator, Distance Advisor, or CEP Advisor with information required for a program chair to review the relevant course descriptions.
- B. The Transfer Coordinator, Distance Advisor or CEP advisor is responsible for determining if there are any courses which are vocational or that do not have equivalents.
- C. The program chair is responsible for reviewing courses, assigning credit for vocational or "no equivalent" courses, and notifying the Transfer Coordinator, Distance Advisor or CEP Advisor of such credit.
- D. The Vice President for Academic Affairs will determine substitutions of transfer courses for general education credits on a course-by-course basis in consultation with the relevant program chair.

### **Authority**

ASC General Catalog 2006-2007

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### **Related Policies**

Transfer Policies

### **Related Stakeholders for Policy Review**

### **History**

March 13, 2006

October 2, 2006

Revised July 12, 2012

Reviewed May 27, 2014

Revised June 20, 2017

Revised November 11, 2020

### **Attachments**

N/A