



**Cochise College  
Administrative Policy**

**Category: Instruction  
Policy Number: 3006  
Title: Evaluation of Transcripts/  
Retention of Student Records**

The Dean of Student Services shall develop and maintain a policy and procedure for evaluation of transcripts and educational experiences and retention of student records, according to appropriate state and federal statutes.

**Procedure 3006.1  
Evaluation of Transcripts**

Students presenting official transcripts from a regionally accredited institution of higher education shall be granted credit for courses in which a C or better grade has been received. Accredited higher education institutions are those that are fully accredited by New England Association of Schools and Colleges, the Higher Learning Commission of the North Central Association of Colleges and Schools, Middle States Commission on Higher Education, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools, and the Western Association of Schools and Colleges.

Evaluation and posting of credits shall be made once a student has been admitted to Cochise College. Students may not request nor will they be given an official Cochise College transcript until they have registered for and completed at least three units or more of Cochise College coursework with grade of A, B, C, D, F, P or Audit.

Transfer of college or university upper division (300 and 400 level) courses from regionally accredited institutions may be accepted.

Students who have already earned a bachelor's degree from a regionally accredited institution and are now interested in pursuing certain approved associate of applied science (AAS) degrees, may use the bachelor's degree to satisfy the general education requirements for the AAS degree.

Students requesting evaluation and acceptance of credits from non-U.S. institutions must provide an official transcript evaluation from a credentialed evaluation service recognized by one of the following organizations: National Association of Credential Evaluation Services (NACES), Association of International Credential Evaluators (AICE), American Association of Collegiate Registrars and Admissions Officers-International Education Service, Credential Analysis Service (AACRACO IES) and Commission on Graduates of Foreign Nursing Schools (CGFNS). After review, applicable credits will be posted.

Transfer of college or university level courses will be accepted from non-regionally accredited institutions that are listed in the latest edition of the Higher Education Directory, a directory of accredited postsecondary, degree-granting institutions in the U.S. and its possessions and territories accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).



Transfer of college or university credits from non-regionally accredited institutions may be accepted for credit in specified AAS degrees.

Transfer credit from non-regionally accredited institutions cannot be used to fulfill the Arizona General Education Requirements (AGEC) when transferring to any Arizona public university.

Credit granted by Cochise College shall not obligate any other college or university to accept the same credits, and Cochise College does not guarantee the acceptance of such credits at another educational institution.

### **Procedure 3006.2 Retention of Student Records**

Admission records are those records a student is required to submit for formal admission to Cochise College. They include, but are not limited to, admission application, high school transcript, GED certificates, other college transcripts, transfer evaluation, immigration papers for foreign students, certification of U.S. citizenship and qualification of legal immigration (per Arizona Proposition 300.)

Records of those students admitted to Cochise shall be retained by the registrar's office according to the Arizona state archival records requirements.

### **Procedure 3006.3 Non-Traditional Education Credit**

Cochise College recognizes that education occurs in a variety of settings and ways other than through the regular credit courses offered by accredited colleges and universities. Therefore, the college shall provide options which allow students to demonstrate competencies gained through non-classroom experiences and to earn college credit for them.

The following options for earning equivalent college credit shall be recognized:

1. The College Level Examination Program (CLEP), the Advanced Placement Examination (AP) of the College Entrance Examination Board, International Baccalaureate (IB), and DANTES-Subject Standardized Test (DSST) will be accepted for credit based on institutional procedure.
2. Military service evaluation process. Credit is granted based on American Council on Education (ACE) guidelines; however, the number of credits will be awarded based on institutional procedure.
3. Transfer credit may also be granted for successful completion of certified law enforcement academy training (Border Patrol, AZPOST, and COTA).
4. Credit may also be granted for specific certification or other programs as approved by the Vice President for Instruction/Provost.

Detailed information regarding procedures for obtaining equivalent college credit by the methods listed above shall be available by contacting the dean of student services.



A maximum of 30 units shall be allowed for credit for non-traditional learning experiences. Credit granted in this area shall not count toward Cochise College residency requirements.

Since colleges differ in their policies relating to acceptance of credit for non-traditional education, credit granted by Cochise College shall not obligate any other college or university to accept the same credits, and Cochise College does not guarantee the acceptance of such credits at another educational institution.