

Transfer Credit	Policy Number	522.5
	Effective Date	May 1, 2019

1.0 POLICY

University of Arkansas - Pulaski Technical College may accept transfer coursework from regionally accredited institutions. Official transcripts should be submitted to the Office of Admissions at the time of application and are evaluated by the Office of Records based on the Arkansas Course Transfer System (ACTS) or the decisions of appropriate faculty and staff. In order for approved transfer credit to be awarded, students must submit an official transcript that indicates final grades and credits earned. Transfer credits are automatically evaluated for fully accepted, degree seeking students.

Coursework may be considered for transfer credit if all the following conditions are met:

- The coursework is completed at a regionally accredited institution, except for state guaranteed agreements (see Accreditation Exception below).
- The coursework is undergraduate and lower level.
- The coursework is an ACTS guaranteed course, is determined to be equivalent to a UA-PTC course or can be used to satisfy a degree requirement.
- The final grade posted is a “C” or higher.
- Students graduating from UA-PTC must complete 25% of the total credit hours required for their credential in residence at UA-PTC (see Graduation Requirements Policy).

Grades earned at other institutions are not posted to the student’s UA-PTC transcript and are not calculated in the student’s UA-PTC grade point average. Credits earned will be reflected in hours earned and may be used for degree requirements.

Accreditation Exception

Accreditation exceptions have been made for institutions included in the Arkansas Department of Higher Education ACTS agreement. This exception pertains only to the specific courses listed on ACTS. UA-PTC does not transfer in non-accredited coursework that is not specifically listed on ACTS nor does the college grandfather-in those courses if they were taken prior to fall 2014.

International Institutions

Before international transfer coursework is considered, the student must submit a course-by-course evaluation from a third party, credential evaluation service for international transcripts.

Remedial Courses

Remedial courses may be transferred for placement purposes, but no earned credit hours will be posted.

Alternative Hours

UA-PTC follows state credit hour value guidelines. All quarter hours and clock hours will be converted to semester hours. Converted hours are rounded down to non-fractional credit hours. Each quarter hour is 2/3 of a semester hour and 37.5 clock hours equals 1 semester hour.

Upper Level Courses

Typically, only lower level undergraduate courses are awarded credit. If an upper level course is listed as an equivalent credit on ACTS or an agreement between the Registrar and School Dean is made to award credit for an upper level course, an exception can be made.

Transfer Credit Appeal

If there is any question concerning the acceptance of transfer coursework, the student may make a verbal or written request to appeal. Students should be prepared to submit course descriptions and syllabi.

Prior Learning Assessment

Credits for ACE/Military joint services, MOU high school articulations, credit by examination, credit by certification, or life experience are governed by the UA-PTC Prior Learning Assessment policies.

D Grade Appeal

Transfer credit will be automatically awarded for courses in which a student earns an A, B, or C grade. Students can request a maximum of six credit hours from courses with D grades. However, there are exceptions to this policy including: prerequisites for courses requiring a grade of C or better, if a grade of C or better is required for a specific program, or specific general education courses that require a grade of C or better.

2.0 REVISION HISTORY

Adopted on:
April 19, 2019
Revised on:
October 11, 2022

3.0 PERSONS AFFECTED

Office of Records
Students

4.0 DEFINITIONS

Arkansas Course Transfer System (ACTS) – list of guaranteed transferable courses within Arkansas public colleges and universities

Clock Hour – courses that calculate credits by the total number of hours per week a student spends attending class

Credentialing Service – private organizations that charge a fee to identify describe and translate international transcripts for international transfer students

Remedial Courses – courses designed to prepare the student for “college ready” courses, they are not included in the computation of the cumulative grade point average

Equivalent – coursework/course descriptions that are substantially similar in content and reflect a

commensurate number of credit hours

Fully Accepted – a student that has submitted all required admissions documentation

Lower Level – courses offered at the freshman and sophomore level


Official Transcript – complete record of student academic history at another institution received directly from the institution or by the student in a sealed envelope

Regionally Accredited – regulation of higher education minimum standards by one of seven regional accrediting agencies

Transfer Coursework – courses in review for transfer credit undertaken at another institution

Transfer Credit – credit accepted from coursework at another institution

Quarter Hour – granted in place of credit hours by institutions that use a quartered academic calendar

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Ashley Henry-Saorrano, Registrar	10/04/2022
Ratified by	Student & Academic Affairs Council	10/26/2022
	College Council	11/11/2022
Recommended by Chancellor (Signature)		11/14/2022