

Students who want to obtain an associate degree also should refer to Transfer Students information in this college catalog for information about credit requirements and course evaluation processes.

Students with Undocumented Citizenship Status —

Students with undocumented citizenship status must meet the following enrollment criteria:

- must have graduated from a high school (public or private) or must have earned the equivalent General Educational Development Diploma (GED) in the United States.
- if wishing to participate in high school concurrent enrollment programs must be attending a high school (public or private) in the United States.
- must submit a statement with the Community College affirming that he or she has filed an application to establish appropriate immigration status or will file an application as soon as they are eligible to do so.
- must submit an Enrollment Request Form including a signed statement affirming that the student has met all of the requirements outlined above. Information obtained in this process is strictly confidential and will not be disclosed unless required by law.

Students with undocumented citizenship status are subject to the out-of-state tuition rates and are not eligible for federal or state financial aid.

Additional Information — Nonimmigrant students are subject to out-of-state tuition rates. Students with an F-1 visa must enroll for a full-time course of study, which is a minimum of 12 credits/billable hours each term. Courses in the college's ESL core program may be included as all or part of the 12 hours.

Questions pertaining to the most current regulations regarding the admission of international students should be directed to the Admissions and Enrollment Development office in the Student Services Center, **410-777-2246**.

AWARD OF CREDIT FOR PREVIOUS LEARNING

Learning occurs in a variety of settings and formats. Anne Arundel Community College reviews credit for previous learning from traditional college coursework and from nontraditional sources such as military experience and standardized examinations. The college adheres to the transfer credit mandates of the Maryland Higher Education Commission.

Transfer Credit Criteria

Students must complete all admission procedures before AACC will evaluate requests to transfer credits from other institutions. Transfer credit evaluations are performed in the Records and Registration office, which reviews courses on an individual basis. Transfer credit from another institution will not be awarded if credit has already been earned at AACC.

Credit may be awarded if one of the following criteria is met:

1. The institution is accredited by a commission on higher education approved by the United States Department of Education. To verify accreditation, AACC uses "Accredited Institutions of Postsecondary Education" published by the American Council on Education.
 - a. AACC recognizes the following regional accreditation associations:
 - Middle States Association of Colleges and Schools

North Central Association of Colleges and Schools
New England Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

Credit may not be accepted from schools that are candidates for regional accreditation and not fully accredited.

- b. The institution is legally authorized to grant standard college degrees and is accredited by an accrediting agency recognized by the United States Department of Education. The college may award transfer credit based upon course equivalencies, expected learning outcomes and applicability to the college's curricula, standards, and course offerings. Applicants seeking transfer of credit should contact the Records and Registration Office at time of application to the college if they are unsure as to which documents are necessary.
2. AACC has an approved articulation agreement with a high school, business or industry. Articulation agreements specify award of credit for meeting certain criteria and presenting certain documents.
 3. The American Council on Education (ACE) has reviewed the training and recommended award of college credit. See Transfer Credit from Nontraditional Sources for more information. AACC uses ACE recommendations as guidelines. The following guides list ACE recommendations:
 - "Guide to the Evaluation of Educational Experiences in the Armed Services" <http://www.militaryguides.acenet.edu/>
 - "National Guide to College Credit for Workforce Training" <https://www.acenet.edu/nationalguide/>
 - "National Guide to Credit by Examination"
 4. If the student's cumulative grade point average from a previous institution is less than a 2.0 on a 4.0 scale, AACC will review only courses with a grade of C or better for transfer credit. Exception: If a student has less than a 2.0 GPA from a regionally accredited Maryland public institution and then transfers to AACC, AACC will accept credits for general education courses in which the student earned a grade of D.

Transfer Credit from Other Institutions

In review of transfer credit from other institutions, the college considers the institution where the course was taken, the date completed, department number, course title, and grade in deciding whether credit will transfer to AACC and if the course will be designated as a specific AACC equivalency or elective. In some cases, AACC will need to review the official course description or syllabus. Upon request, students must supply the course description or syllabus from the sending institution. AACC will convert courses taken at institutions operating on the quarter system to semester hours if the credit transfers. Quarter hours are multiplied by 2/3 to equal semester credit hours.

AACC students who wish to take a course at another institution and transfer the credit back to AACC, must file a Permit to Study form with the Records and Registration office to ensure the coursework will transfer back and meet AACC requirements.

Transfer Credit from Nontraditional Sources

The college may give credit for demonstrated proficiency in areas related to college level courses. Sources used to determine such proficiency are College-Level Examination Program (CLEP); Advanced Placement Examination (AP); International