of Enrollment Services so the courses can be reevaluated for applicability to the change in major/degree. Transfer work will only be evaluated for students who are degree-seeking.

In some cases, the Director of Enrollment Services may ask the student to supply additional information about courses which may include: syllabus, catalog description, etc.

Once coursework has been evaluated, the transfer student will be able to view his/her transcripted credits in MyJeffco.

Credit Hour Equivalencies
College credit is converted to semester hour equivalents. Quarter hours are converted to semester hours by a conversion factor of 2/3. When conversion results in a fraction and the number is less than the amount needed to fulfill credit hour requirements, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for fewer credits than an equivalent course at Jefferson College (e.g., if a three credit hour course at another institution is substantially similar in content to a four credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course at Jefferson College but only for the number of credit hours earned at the other institution. In such cases, the student may need to take additional courses to fulfill credit hour requirements.

If a course at another institution is offered for more credits than an equivalent course at Jefferson College (e.g., if a four credit hour course at another institution is substantially similar in content to a three credit hour course at Jefferson College), the student will be awarded transfer credit for the equivalent course, but only for the number of credit hours that the course is offered at Jefferson College.

Grade Equivalencies
Transfer grade equivalents will be determined and recorded with the student's transfer credit. Since Summer 1984, transfer grades are not included in the Jefferson College cumulative grade point average.

Transfer grades and grade point averages are assigned based on Jefferson College's grading policy. For courses taken at institutions that use a plus/minus grading system, the pluses and minuses are dropped in determining grade equivalencies. For courses taken at institutions that use combined grades (e.g., "AB"), the lower grade will be used. For courses taken at institutions that use a grading system not comparable to the Jefferson College grading system, credit will be awarded on a credit/no credit basis.

Grade equivalencies are assigned as follows:

Jefferson College Grade	Transfer Equivalent	Explanation
A	TRA	Superior
B	TRB	Above Average
C	TRC	Average
D	TRD	Below Average
P	TRP	Pass
CR	CR	Credit by Exam

Repeating Courses
The Jefferson College repeat policy, described in the College Catalog, will be applied in all cases in which students repeat the same course, regardless of where they are taken. For example, a student who receives less than an A on a course taken at Jefferson College may later take the course at another institution and transfer in the credit as a repeat of the course taken at Jefferson College.

Transfer Credit Limit
No limit exists on the number of credits that may be transferred from other institutions. Students must complete a minimum of 15 credits at Jefferson College to earn a degree. This requirement is described in the College Catalog.

Transfer of Dual Credit Courses
Courses taken for dual credit (courses for which students receive both high school and college credit) are evaluated in the same manner as traditional courses offered by the institution through which they were taken. No limit exists on the number of transfer credit hours that will be awarded for dual credit.

Credit for Prior Learning
Jefferson College uses several methods designed to grant college credit to students with a wide variety of educational experiences. Any student enrolled at Jefferson College who has or would like to participate in the following programs may be eligible:

- Standardized Tests
- Institutional Challenge Examinations
- Industry Credentials
- Published Guides
- Apprenticeship Training
- Portfolio Evaluation

Students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning (CPL) in their educational planning.

Standards for Awarding CPL
Academic credit will be awarded only for those courses directly applicable to curriculum requirements and to the student's declared certificate or degree program as outlined in college publications.

Examination Board to Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

Institutional Challenge Examinations

Departmental Examinations
Departmental Examinations are equivalent to the comprehensive final exam of the course. Examinations may be written, oral, demonstration, or a combination of all three. Examinations are evaluated by an area dean, faculty member, or designated subject matter expert.

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department's division chair or appropriate faculty person for applications. The cost is $40.00 per exam.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

Available tests are:
- ETC103 DC Circuits
- ETC104 AC Circuits
- MSC232 Music Literature: After 1750
- MTH105 Industrial Math
- MTT108 Industrial Blueprint Reading

Computer Literacy Proficiency Examination
Students who indicate that they have sufficient computer knowledge have the opportunity to take the Computer Literacy Proficiency Examination. This exam consists of an objective and a practical component and will be administered in the Testing Center. A testing fee of $40 must be paid before the student takes this examination. The fee covers the cost of the test administration. Students must pass the exam with at least 80% mastery. Students who successfully complete this exam will be awarded credit for CIS125, Computer Concepts and Applications.

There is a fee for posting computer literacy proficiency on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College.

Industry Credentials
Students must supply documentation of any industry certifications awarded within the last five years to the Office of Enrollment Services. Evidence of evaluation may also be required (e.g., exam scores). Credit will only be awarded for current, valid industry credentials.

There is a fee for posting the credits on the student's transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.