

OPERATIONS MANUAL

Title: GENERAL EDUCATION TRANSFER WORK

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Effective Date:

HCC Rule:

HCC Procedure:

Approval Signature(s):

Date

Date

Date

Date

1. CONDITIONS

General education courses taken at other institutions are accepted as transferable to HCC and considered to fulfill general education and Gordon Rule requirements when the following conditions are met:

A. State Public Universities and Community Colleges.

The State Articulation Coordinating Committee provides a listing of all of the general education courses for each public university and community college in the State of Florida. These courses are accepted at HCC in the same general education category as the home institution. **Exception:** For those institutions that allow biological or physical science requirements to be met without a lab requirement, students must satisfactorily complete a lab for a letter grade at HCC.

B. Out of State and Private Universities and Colleges

The district transcript evaluation office will make the initial determination that courses are acceptable as fulfilling general education requirements if the transfer course is on the HCC general education list. The student may challenge the decision by providing supporting documentation to the campus advisor or counselor. The appropriate academic dean will review the challenge and approve or disapprove the acceptability of the course.

2. PROCESS

A. State Public Universities and Community Colleges.

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The advisor or counselor will determine if a course fulfills a general education requirement based on the State Articulation Coordination Committee's manual. The advisor or counselor will place a "General Education" comment on the STNC screen.

- (1) Enter STNC at the menu.
- (2) Enter student ID at the lookup prompt.
- (3) The student information will appear on the screen.
- (4) The Student Academic Lookup Prompt will appear at the bottom of the screen.
- (5) Enter
- (6) A resolution screen will appear with the student's academic history.
- (7) Select the number for the course to be used and enter it.
- (8) The specific course information will appear.
- (9) Enter the general education statement on the "Comment Field" (**Example:** Gen Ed Bio Sci, SUS/ S Strobel 7/28/03).
- (10) Do not use the printed comment field – This will print on the official transcript.
- (11) Return to the STAC screen and detail on the course.
- (12) At the menu, enter SCAD.
- (13) The course information appears with an **X** by the "Comment Field."
- (14) Detail on the **X** and see the general education comment.

B. Out of State and Private Universities and Colleges

- (1) The district transcript evaluation office will determine general education courses where possible.
- (2) If a course is not determined to be general education, the student may challenge the district office's decision by providing the advisor or counselor an outline or course syllabus.
- (3) This information will be sent to the appropriate academic dean to determine if the course is acceptable for general education. If approved, a General Education Transfer Request Form will be sent to the ~~transcript office.~~ advisor or counselor to place a "General Education" comment on the STNC screen.