



# Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## Request for the TRANSFER OF NON-REGIONALLY ACCREDITED ACADEMIC COURSE CREDIT

*In compliance with Texas Senate Bill 215, transfer of credit from all institutions can be considered on a course-by-course basis. The accreditation standards require the colleges of the DCCCD to analyze course information in terms of level, content, quality, comparability and degree program relevance. Maintaining academic quality and integrity remains the primary responsibility in accepting transfer of credit.*

The following information must be included in the documentation you provide to the Admissions/Registrar's Office. Please use the following check list to make sure you have included all the required course information. If requesting more than one course to be considered for evaluation, you will need the same documentation for EACH course you would like reviewed for transfer of credit.

- **Official Transcript** reflecting the name of institution, name of course, the semester the course was taken, the final course grade, and the number of credits earned for that course.
- **Course Syllabus** including the instructor, course description, required textbook, and student learning outcomes. (If these items are not included in the syllabus, you must include them separately in the packet).
- **Faculty Credentials** will be evaluated according to the guidelines set forth by the Southern Association of Colleges and Schools Commission on Colleges. (Please see back of this page for evaluation criteria.) The office designated to provide this information may differ between institutions; check with your institution's Registrar's Office and they should be able to assist you in obtaining this required information.

Please list all courses you would like reviewed for transfer of credit (documentation must be provided)

Transfer Course to be Reviewed	DCCCD College Course Credit Requested <i>Example: ENGL 1301</i>	College/University where course completed

Printed Name: \_\_\_\_\_ Student #: \_\_\_\_\_

- ✓ I understand the acceptance of the transfer of credit will be determined by Eastfield College. If you do not complete your certificate/degree requirements at Eastfield College, your transfer work would have to be re-evaluated by the institution granting your certificate/degree.
- ✓ The final determination of the transferability of the requested course will rest with the academic dean of the appropriate area at Eastfield College.
- ✓ I have included all the required information needed for the requested course(s). I certify that, to the best of my knowledge, the submitted information is true and correct.

Student's Signature – Required	Date
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Note: If the course(s) are accepted for credit, the transfer work will be added to the student's academic record after verifying the student is enrolled through the certification date. For additional information regarding the acceptance of credit in transfer go to: <https://www1.dcccd.edu/catalog/ss/tc.cfm?view=new>.



*Southern Association of Colleges and Schools  
Commission on Colleges  
1866 Southern Lane  
Decatur, Georgia 30033-4097*

## **FACULTY CREDENTIALS**

### **- Guidelines -**

Comprehensive Standard 3.7.1 of the *Principles of Accreditation* reads as follows:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

*Approved: College Delegate Assembly, December 2006*