
SECTION: Student Services

POLICY TOPIC: College Credits, Articulation with Other Institutions, and
Graduation Requirements

I. Transfer of Credits

- A. Credit Courses: San Juan College has a broad policy of acceptance of transfer credits from other postsecondary institutions recognized by regional accrediting agencies. Regardless of the number of credit hours accepted for transfer into San Juan College, a maximum of forty-five (45) credit hours may be applied toward a degree or certificate. A transfer student must complete a minimum of fifteen (15) credit hours at San Juan College prior to the granting of a degree or certificate. A minimum of twelve (12) credits must be selected from courses offered within the department or major granting the degree or certificate.
- B. Occupational/Technical Non-Credit Experience: Only credit earned in non-technical subjects is initially accepted from technical institutes which are accredited by a regional collegiate accrediting association. Normally, no credit is accepted by the College from technical institutes, business schools, or other post high school institutes which are not members of regional collegiate accrediting associations. However, students applying to the College who have earned technical credit which they believe would be applicable to the degree they are pursuing may have an official transcript sent from the school directly to San Juan College, Office of Enrollment Services. It will then be the student's responsibility to request referral of this transcript by the Enrollment Services Office to the division of the College having supervision of his particular program. The division will determine whether any of the credit is acceptable in its program and return the transcript with its recommendations to the Office of Enrollment Services. An interview or demonstration of competence, or both, may be required before the decision regarding credit is made. Acceptance of such credit would be binding only to the specific program recommending credit. It would be subject to reevaluation should the student later enter another program offered by the College.

II. Credit by Course Challenge

Any currently enrolled student in regular admission status not on academic probation may challenge by examination any course in which credit has not been previously earned except an independent study course. The manner of administering the examination and granting permission shall be determined by the department in which the course is being challenged. A student must be currently enrolled in order to challenge a course.

III. Transcripts of Credit Courses

- A. Upon request by a student, the Director of Enrollment Services shall send a student's transcript to any college, agency, business, or person named by the student. Official transcripts shall be forwarded as mandated by federal requirements. No transcripts shall be released if a student is in debt to the College or is delinquent on student financial aid payments.

IV. Articulation with Other Institutions

- A. Articulation Policy Statement: To promote the continuous, efficient, forward progress of students through the educational system of New Mexico, the Board of San Juan College endorses the practices and matrices which facilitate the intrastate transfer of credit and support the development and implementation of a state-wide articulation plan.

To further enhance articulation between all state supported institutions in New Mexico, San Juan College has a transfer friendly policy in which articulation transfer credits fulfill degree requirements for all students.

- B. Secondary Schools: Students enrolled in high schools within the San Juan College district service area shall be continually apprised of postsecondary education opportunities offered at the College. Additionally, the President shall work actively with secondary school officials in other ways to establish articulation programs which would have as their aim, making the transition from high school to college more meaningful and accessible.
- C. Colleges and Universities: The President, or designee, shall ensure continuous communication between San Juan College and other colleges and universities concerning transfer and other articulation problems. Special efforts shall be made to facilitate the transfer process and to minimize problems involved in transferring specific courses.

V. Application for Degree or Certificate

Degree or certificate candidates are required to file an application and pay the graduation fee for each degree or certificate sought. Forms must be completed and fee paid by dates posted by the Director of Enrollment Services.