

**PALO ALTO COLLEGE
COLLEGE PROCEDURE**

Procedure Number: S 7.5
Procedure Title: College Credit Obtained through the International
Baccalaureate (IB) Degree Program
Originating Unit: Assessment/Testing Center
Maintenance Unit: Vice President of Student Success
Vice President of Academic Success

I. Purpose:

To facilitate the awarding of college credits for students successfully completing the International Baccalaureate (IB) Diploma Program. Students planning to transfer to other institutions should consult with those institutions regarding their policies on granting non-traditional credit. Credit by exam is accepted as “credit only” (CR) and does not affect students’ cumulative GPA.

Transcripted credit earned via credit by exam by students transferring to Palo Alto College will be evaluated for transfer eligibility in the same manner as other traditional course credit.

II. Procedure Statement:

Palo Alto College will grant at most twenty-seven (27) semester credit hours for approved courses in appropriate subject areas to an entering freshman student for successful completion of IB exams. Students must attain a grade of 4 or above on subject courses completed under the IB Program. This will be indicated on the student’s official IB transcript. For subjects awarded, a grade of CR will be posted and not included in GPAA minimum of six (6) hours of college-level credits must be earned at any of the colleges in the Alamo Colleges District before the credit for successful completion of the IB exams are awarded.

A. Verifying Student Records

1. Upon receipt of Official IB transcript, the receiver should open Banner and look up student’s record under GUIALTI.
2. Write down the student’s Banner ID on the transcript in black or blue ink.
3. The maintenance department may create an IB to CSI Roster folder which should indicate the score requirements.
4. In SHATERM ensure that student has earned at least 6 hours at PAC before processing.
 - a. If the student has less than six hours, write (in pencil) “needs 6 hours” and set to the side for reverification during the following semester. (PAC requires that students have successfully completed at least 6 hours of course

credit.)

b.If the scores are not passing, write on the transcript “Not Passed” and set to the side.

c.If the scores are passing and if the student has completed 6 hours at PAC, write down the semester when the student receives credit, the course and hours the student for which the student will receive credit.

5. Make a copy of transcript and place in the IB to CSI Roster folder created for processing.
6. Original transcript will need to be scanned by Admissions and scores entered on BDM whether passing or non-passing scores.

1. Processing of Enrolled Student Credits Make entry in SPACMNT “Rec’d IB credit for CRSE _____.”
2. Create a folder in the O-drive and entitled “IB 2017” or the current year.
3. Enter the Last Name, First Name, Banner, Term to Post, credit type (IB), course subject, course number, course title, hours to grant, CR, and Assessment Approver. Save document.
4. Logon to ACES account and click Employee tab.
5. Click on the Footprints Ticket link. (Note: Footprint may only be entered by full-time staff member.)
6. Enter your computer username/password.
7. Under Select a Workspace, click DST – CSI
8. Click New Request.
9. Under Service, type in “Post IB credit to students’ record.”
10. In the description box type in “Post IB credit to students’ record.”
11. Under service, check Non-Traditional Credit.
12. Under Component, check International Baccalaureate.
13. Click Attach Files then click Browse.
14. Find the Excel file you created and choose it and Click GO.
15. Click SAVE and write down the work order number (it comes up fast and disappears really quick).
16. Print out the Excel file and save it in the folder after writing order number on it.
17. Go back to the IB file in the O drive and open the Running List Excel for the current year.
18. Enter all of the appropriate info for the IB transcript(s).
19. If the IB was NOT PASSED, then enter Not Passed in the Comments section and highlight entire line in red.
20. If the IB is passed but student needs 6 hrs, make comment and highlight in yellow.
21. If scores are to be posted, enter info and type in the work order number in the comments.
22. Annotate the transcript and file a hard copy in the designated cabinet in alphabetical order.

A. Posting Credit

1. Additionally, all information submitted to A&R is placed on an excel spreadsheet created and is maintained by the Testing Center as backup.

- a. Student name, banner, semester to grant course, and hours for each course they have passed are noted on the spreadsheet.
 2. A footprint and the excel spreadsheet is submitted to the Center for Student Information (CSI) who will post the IB credit.
 - a. Score reports not uploaded on BDM are not be processed by CSI.
 - b. CSI will process the footprint within 2 business days and post the scores.
 3. Credit for qualifying IB scores is recorded on the student's permanent record (transcript) as transfer credit with a grade of CR.
 4. IB credit is not applied to the transcript until the student has successfully completed 6 regular college credits.
 5. Students may not earn more than 45 total hours from any testing equivalency source.
- B. PAC will support the award of credit for IB. However, based on International Baccalaureate Organization recommendations and SACSCOC requirements, respective discipline faculty are responsible for identifying the courses to receive credit and cut-off scores.
- C. The PAC Curriculum Committee will review every February the IB Credit-Granting Scores and Semester Hour Recommendations list and the respective discipline faculty recommendations for continued approval of transfer credit.

Created: December 13, 2017

Approved: September 10, 2019

Approved: (signed: Dr. Robert Garza)
President