



AMERICAN COLLEGE  
of  
EDUCATION®

# Student Quarter Credit to Semester Credit Conversion Guide

This *Student Quarter Credit to Semester Credit Conversion Guide* is a comprehensive reference to the semester credit conversion at American College of Education. Its purpose is to explain how the conversion to semester credits will affect you as a student.

## ***Important Info about the Transition to Semester Credits***

**Why:** This transition aligned ACE's course credit system with the majority of higher education institutions across the country. This will allow more efficient transfer of credits for students to and from other colleges and universities, most of which utilize semester credits.

**When:** As of January 2013, American College of Education began offering semester credit programs and courses to all NEW incoming students, ALL re-entering students and ALL students changing their program. Conversion to semester credits for all other students began on June 03, 2013.

**How:** As of January 21, 2013, all new incoming students, re-entry students and program changers began taking courses in ACE's Learning Management System (LMS), CANVAS which houses ACE's semester credit courses, instead of the former LMS, EPIC, which housed ACE's quarter credit courses. Beginning June 03, 2013, ALL students began taking semester credit courses in CANVAS, and ACE discontinued offering courses in EPIC beginning August 26, 2013. As of June 01, 2013 all course and program credits are being reported as semester credits in our systems and on all official transcripts for all ACE students, past and present.

## ***How will the conversion to Semester Credits Affect ACE Students?***

### ***Former Students:***

"Former students" are those who started with ACE prior to January 2013 and graduated **before** June 2013. These students' program and courses were minimally affected by this transition. As of June 2013, all quarter

credits for both courses and programs were converted to reflect semester credits on official ACE transcripts regardless of when courses/programs were completed.

### ***Transition Students:***

“Transition students” are those who started with ACE prior to January 2013 on the quarter credit system, who were enrolled in a quarter credit program, remained continuously enrolled, and who graduated **after** June 2013. These students completed their studies in the semester credit system.

Transition students combined credits from their quarter credit courses with their semester credit courses to complete their degree requirements. Previously earned quarter credits were converted to semester credits. While this conversion will appear to decrease the number of earned credits (see Credit Conversion Table below), the total required credits for the quarter credit program also appeared to decrease with the conversion. (Example: the quarter credit requirement for the majority of master’s degree programs was 48. After the conversion to semester credits, the semester credit requirement is 32. This applies **ONLY** to transition students. Anyone enrolled in, or after, January 2013, either as a new student or a re-entry student, is required to complete the semester credit version of their program.)

### ***Re-entry Student:***

Students who have withdrawn or administratively withdrawn and re-enter ACE beginning January 2013 will complete the program under the new semester credit system. Re-entry students will still be able to complete the program, but additional credits/courses will be required. This means it will be necessary for re-entry students to take and complete semester credit bridge courses. The number of bridge courses required is dependent upon how many quarter credits were completed in the previous enrollment.

### ***Students Who Change Programs:***

Transition students or re-entry students who change their program beginning January 2013 will fall under the semester credit requirements for the new program. The conversion to semester credits **will impact** those students who change their program, and it may be necessary to take bridge courses to complete their new program.

## ***How are previously earned quarter credits converted to semester credits?***

As a general rule, quarter credits are converted to semester credits by dividing the number of quarter credits by 1.5. For example, for a student who has earned 36 quarter credits, the conversion formula looks like this:  $36 \div 1.5 = 24$  semester credits.

## **Credit Conversion Table**

### **Conversion of Earned Quarter Credits to Semester Credits**

Quarter 1	Semester .67	Quarter 26	Semester 17.33
2	1.33	27	18
3	2	28	18.67
4	2.67	29	19.33
5	3.33	30	20
6	4	31	20.67
7	4.67	32	21.33
8	5.33	33	22
9	6	34	22.67
10	6.67	35	23.33
11	7.33	36	24
12	8	37	24.67
13	8.67	38	25.33
14	9.33	39	26
15	10	40	26.67
16	10.67	41	27.33
17	11.33	42	28
18	12	43	28.67
19	12.67	44	29.33
20	13.37	45	30
21	14	46	30.67
22	14.67	47	31.33
23	15.33	48	32
24	16	49	32.67
25	16.67	50	33.34

### Example for Transition Students:

The Educational Leadership master's degree program required 48 quarter credits (12 courses) for completion.

- Transition students who started their program in August 2012 would have completed 24 quarter credits (6 courses) by June 2013.
- Beginning June 2013 the quarter credits will convert to semester credits.
- The total required 48 quarter credits for the program will convert to 32 semester credits.
- The earned 24 quarter credits equal 16 semester credits.
- 32 program required semester credits minus 16 earned semester credits = 16 remaining semester credits to be taken (6 courses.)

Previously Earned Credits  
16 semester credits (24 qtr)

Required Credits Remaining  
16 semester credits

Total Semester Credits Required  
32 semester credits (48 qtr)

$$16 + 16 = 32$$

While the Transition student will remain enrolled in the quarter credit program, all credits – earned, remaining and required - will be converted to semester credits, so the number of courses required will not change as long as the student remains actively enrolled and successfully completes their courses.

**Example for Re-entry students and students changing their program:**

The Curriculum and Instruction master’s degree program required 48 quarter credits (12 courses) for completion.

- The new semester credit version requires 37 semester credits (13 courses) for completion.
- A student who completed 16 quarter credits (4 courses) will receive credit for the courses taken under the quarter version, but the credits will convert from 16 quarter credits to 10.67 semester credits.
- The student will need 25 credits (9 courses) to complete the program.
- The remaining 9 courses (8 courses at 3 semester credits each + 1 Capstone course at 1 semester credit) = 25 credits.
- 10.67 semester credits earned previously + 25 remaining required credits = 35.67 semester credits.
- Since the required credits for the program is 37, the student will be required to take one bridge course for 2 semester credits to make up the difference.

Previously Earned Credits

10.67 semester credits (16 qtr)

Required Credits Remaining

25 semester credits

Total Semester Credits Earned

35.67 semester credits

$$10.67 + 25 = 35.67$$

Program Semester Credits Required

37

Semester Credits Earned

35.67

Bridge Course Credits Required

2

$$37 - 35.67 = 2$$

## ***What are Bridge Courses and who needs to take them?***

Because quarter credits are worth 2.67 semester credits, students who earned quarter credits may find themselves in need of additional credits to meet the total semester credit requirement for their program. To help students meet the required credits, and to prevent unnecessary course retakes, ACE has developed bridge courses for each program. There are three different bridge courses in each program worth 1, 2 or 3 semester credits. After converting the quarter credits to semester credits and calculating how many semester credits are needed, a student may be required to take one or more bridge courses if there is a deficit of credits from quarter to semester credit conversion.

If a student is required to take more than one bridge course, the highest credit bridge course will be scheduled first, then the next highest credit bridge course next, etc.

**The college approved bridge courses are:**

Curriculum and Instruction:

Curriculum and Instruction - ESL/BL:

CI5913: Independent Study for Curriculum and Instruction (3 credits)

CI5912: Independent Study for Curriculum and Instruction (2 credits)

CI5911: Independent Study for Curriculum and Instruction (1 credit)

Educational Leadership:

EL5603 Independent Study for Educational Leadership (3 credits)

EL5602 Independent Study for Educational Leadership (2 credits)

EL5601 Independent Study for Educational Leadership (1 credit)

EB5403 Independent Study for ESL or Bilingual Education (3 credits)

EB5402 Independent Study for ESL or Bilingual Education (2 credits)

EB5401 Independent Study for ESL or Bilingual Education (1 credit)

Educational Technology:

ET5803 Independent Study for Educational Technology (3 credits)

ET5802 Independent Study for Educational Technology (2 credits)

ET5801 Independent Study for Educational Technology (1 credit)

To assist with the transition from quarter credits to semester credits, all bridge courses will be free of charge during 2013 for re-entry students whose Last Date of Attendance was before March 01, 2013 and who re-enter ACE and take the bridge course(s) during 2013.

Bridge courses will also be free of charge for any student who changed their program prior to March 01, 2013 and needs a bridge course.

**NOTE:** Any student who withdrew or was administratively withdrawn from the College **on or after March 01, 2013** and re-enters will be charged the semester credit tuition and fees for any needed bridge courses even if the bridge courses are taken during 2013.

**NOTE:** Any student who changed their program **on or after March 01, 2013** will be charged the semester credit tuition and fees for any needed bridge courses even if the bridge courses are taken during 2013.

**Charges for Bridge Courses:**

Bridge course tuition is charged at \$215 per credit hour, plus \$7 technology fee per credit hour, plus \$25 Administrative Fee per term where applicable. Please refer to the ACE Catalog for more information regarding fees.

1 credit bridge course charge - \$222 + any applicable fees

2 credit bridge course charge - \$444 + any applicable fees

3 credit bridge course charge - \$666 + any applicable fees

## *How will this affect course access?*

Students who started with ACE prior to January 2013 accessed their courses through the EPIC Learning Management System (LMS). New students, re-entry students and students who changed their program beginning in January 2013 access their courses in CANVAS, ACE's new LMS. Beginning with the June 03, 2013 term, all students now access their courses through CANVAS.

## *How will this affect transcripts?*

Full conversion from quarter credits to semester credits occurred in June 2013. All programs and courses on the official transcript now reflect only semester credits regardless of when the program and courses were completed. The conversion from quarter credits to semester credits will be reflected and notated in the legend on the back of the official transcript.

## ***How will this affect GPA's?***

A student's GPA will not be affected by the conversion from quarter credits to semester credits. If a student has taken both quarter credits and semester credits, all credits will be converted to semester credits before GPA calculation.

# Frequently Asked Questions (FAQs)

## **What is the difference between quarter credits and semester credits?**

Typically a quarter or semester refers to the number of weeks a course runs. There are usually four quarters in a school calendar year versus two semesters in a school calendar year. American College of Education terms run for 5 weeks. Most courses taken during a term were worth 4 quarter credits. With the conversion to semester credits, the course term will remain the same – 5 weeks – but the rigor and work load of the 4 quarter credit course increased and will now carry 3 semester credits. Even though the unit of measure is different for quarter credits and semester credits, 4 quarter credits is the equivalent to 2.67 semester credits. An example of “different measurement, same amount” would be comparing 8 ounces of liquid to 1 cup of liquid – same amount of liquid, just a different unit of measurement. Another example would be comparing 0°Celsius to 32°Fahrenheit – same air temperature, just a different unit of measurement.

## **When did ACE make the official change to semesters?**

New students, re-entry students and any student changing their program began taking courses under the semester credit system beginning January 2013. All students began taking semester credit courses during the June 03, 2013 term.

## **Will I lose any credit hours under semesters?**

No. All quarter credits will be converted to their equivalent number of semester credits.

## **If I began my program under the quarter credit version and remain continuously enrolled, but graduate with semester credits, will I have to take additional courses?**

No. A student who started prior to January 2013 and graduates after June 2013 will have received both quarter credits and semester credits. Most programs at ACE required 48 quarter credits to graduate, which equals 32 semester credits. After converting quarter credits to semester credits, and completing remaining courses under the semester credit version, students will graduate with more than the required 32 semester credits for their program. However this fact does not waive the requirement that all courses required in the program must be taken. All required courses must be successfully completed to graduate regardless if total number of accrued credits is more than 32 semester credits.

## **How many semester credits are required for graduation?**

The number of credits needed to earn a master degree varies depending on the program. Typically most degrees require 37 semester credits, however some programs will require more (or even less), and all required courses must be successfully completed to graduate. Please refer to the ACE Catalog for additional program information.

## **Will semester credit conversion affect my GPA?**

Your grade point average (GPA) will not be affected by the conversion of quarter credit hours to semester credit hours as the GPA will be calculated based on semester credits.

## **Will semester conversion affect my graduation date?**

If you are currently on track for graduation and continue to take and complete your courses as scheduled, conversion to semester credits will not affect your graduation date.

## **How will the conversion affect my transcript?**

Beginning June 2013, ALL transcripts, regardless of when courses were taken and programs completed, will show all credits as semester credits. The back of the official transcript will notate the date of full conversion by ACE to semester credits.

**Will I be able to repeat a course to improve a grade and my GPA after the course has been converted to semesters?**

Yes, but you will repeat the course as a semester credit course and not the quarter credit course.

**If I'm a Transition student and I withdraw from ACE and re-enter at a later date, how will this affect my program?**

Any Transition student who requests to be withdrawn from ACE, or is administratively withdrawn for any reason, and later re-enters, will return under the semester credit version of the program, possible new tuition and under the program requirements and policies in the Catalog and Addendum in effect at the time of return. The re-entry student may be required to complete bridge courses to meet the required semester credits. The number of bridge courses needed to graduate will be dependent upon how many semester credits the student has earned after previously earned quarter credits have been converted.

**Is there a fee for bridge courses?**

That depends. Any re-entry student or a student who changed their program *before* March 01, 2013 and takes bridge course(s) during 2013 will not be charged tuition or fees for the bridge courses. However, if a student withdraws or is administratively withdrawn from the College *beginning* March 01, 2013, or if a student changes their program on or *after* March 01, 2013, and is required to take a bridge course(s) during 2013, then the student will be charged full tuition and applicable fees for those bridge course(s).

Beginning January 01, 2014, tuition and applicable fees will be charged for all bridge courses for all students.



# Glossary

**Administratively Withdrawn:** A student who ACE withdraws from the college due to non-payment, non-attendance, insufficient documents, etc. Please see the College catalog for a full description of administrative withdrawn.

**Bridge Course:** An independent study course worth 1, 2 or 3 credit hours to be taken by those students who will not meet the credit requirements of their program after the conversion from quarter credits to semester credits.

**CANVAS:** The Learning Management System (LMS) used by ACE to deliver semester credit courses. CANVAS replaced EPIC beginning June 2013 for all students.

**Former Student:** A student who started their program prior to January 2013 and graduated before June 2013.

**Credit Conversion:** The process by which American College of Education moved from the quarter credit system to the semester credit system. Quarter credits that were worth 4 credits were converted to 2.67 semester credits, and courses offered under the semester credit system are worth 3 semester credits.

**EPIC:** The Learning Management System (LMS) used by ACE to deliver quarter credit courses. EPIC was replaced by CANVAS beginning June 2013.

**Re-entry Student:** A student who is returning to America College of Education after an absence of less than one year.

**Semester Conversion:** See Credit Conversion

**Transition Student:** A student who started at American College of Education on the quarter credit system and will continue their studies on the semester credit system.

**Withdrawn:** A student who has requested to be withdrawn from ACE.