

04.01.09 Credit by Other Means

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of WCCS to grant college credit by other approved means.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Correspondence Education: Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Credit by Non-Traditional Means: Credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency.

Distance Education: Distance education at WCCS is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at WCCS is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at WCCS may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days,

times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process..

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Video Conferencing: These courses are delivered synchronously through the College's learning management system to extend classroom lectures and course activities to students remotely in real time.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. **Credit by Non-Traditional Means:** In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System (ACCS) [Board Policy–Credit Awarded through Non-traditional Means](#), general college credit may be awarded through non-traditional means. Specifically, credit awarded through non-traditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System. Also, credit awarded through non-traditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and

technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Also, credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in ACCS [Board Policy 715.01 Graduation Requirements: Degrees and Certificates Policy](#) and [Chancellor's Procedure 715.01](#).

2. **Credit from Advanced Placement Exams:** Three or more semester hours of credit for the Advanced Placement Test will be given for a minimum score of three or higher on the subject tests. A maximum of 15 credits may be accepted through the AP Program for credit hours at the institution granting the degree. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.
3. **College Level Examinations Program (CLEP):** Wallace Community College Selma honors credit earned through CLEP examinations. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit. Any exception to this policy must have prior approval from the Dean of Students. The policy of granting credit through CLEP at WCCS may differ from policies at other colleges. Check with a counselor/advisor at WCCS or other colleges to obtain additional information. WCCS does not administer CLEP tests. The student is responsible for having the scores sent to WCCS Office of Admissions and Records.

Examinations	50 th Percentile Score	Course Credit	Equivalent Awarded SH
American Government	50	POL 211	3
American History	49	HIS 201	3
American Literature	50	ENG 251	3
Biology	49	BIO 103	3
College Algebra	49	MTH112	3
College Composition (with essay)	50	ENG101	3
Data Processing	49	CIS 130	3
English Literature	49	ENG 261	3
General Chemistry	50	CHM 111	4
General Psychology	50	PSY 200	3
Introduction to Business Management	50	BUS275	3
Introduction to Accounting	50	BUS 241	3
Legal & Social Environment	51	BUS 2G3	3
Cal. Elem. Functions	49	MTH115	3
Introduction to Macroeconomics	50	ECO 231	3
Introduction to Microeconomic	50	ECO 232	3
Introduction to Marketing	50	BUS 285	3
Introduction to Sociology	50	SOC2CO	3
Trigonometry	54	MTH113	3
Western Civilization	49	HIS 101	3
Anatomy & Physiology 1	50	BIO201*	4

Note: Any student enrolled in BIO 202 or BIO 220 will not be awarded CLEP credit for BIO 201.

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Admissions Office at admissions.records@wccs.edu.

4. **Law Enforcement Academy Work:** In accordance with Alabama Board of Trustees Policy 706.01, transfer credit may be awarded through portfolio review for certain non-traditional courses completed at specialized governmental training institutions such as Alabama law enforcement academies. Following successful completion of 9 SH of credit toward a standard certificate (CER), or short-term certificate (STC), a student may request a portfolio review by the Dean of Students and approval by the Dean of Instruction. The review process includes a detailed accounting of non-traditional course content, experiences, skills learned, continuing education units, transfer records, instructor credentials and employer records. Once the portfolio review process is completed and approved by the Dean of Instruction, a Prior Learning Credit document becomes part of the student's permanent academic record and the appropriate courses are recorded on the student's official college transcript.

- a. Graduates of the Alabama State Trooper Academy are eligible for 15 semester credit hours in the following courses for prior learning experience:

CRJ 110 Introduction Law Enforcement	3 SH
CRJ 116 Police Patrol	3 SH
CRJ 216 Police Organization & Admin	3 SH
CRJ 220 Criminal Investigation	3 SH
PED Physical Education Activity Elective	3 SH

- b. Graduates of the Alabama Police Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:

CRJ110 Introduction to Law Enforcement	3 SH
CRJ116 Police Patrol	3 SH
PED Physical Education Activity Elective	3 SH

- c. Graduates of the Alabama Corrections Academy are eligible for 9 semester credit hours in the following courses for prior learning experience:

CRJ 110 Introduction Law Enforcement	3 SH
CRJ 150 Introduction to Corrections	3 SH
PED Physical Education Activity Elective	3 SH

5. **Credit for Military Training Educational Experiences:** Credit for courses taken while in the military will be evaluated according to nationally recognized guidelines or through other statewide programs identified by the department. Credit may be granted for any **military service school** or for any **United States Armed Forces Institute/Defense Activity** for Non-Traditional Education Services (**USAFI/DANTES**) subject test that has been satisfactorily completed and is determined to have a course equivalent in the student's program major. Additional information on DANTES credit should be provided by the student and sent to WCCS Office of Admissions and Records. Guidelines to be utilized in extending credit are as follows:

- a. **Joint Services Transcript:** WCCS requires that all service members submit a Joint Services Transcript (JST) to the Admissions Office for articulation.
 - b. **United States Armed Forces Institute (USAFI):** Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Admissions Office.
 - c. **Military Service Schools:** Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Admissions Office that such courses were satisfactorily completed.
 - d. **Defense Activity for Non-Traditional Educational Services Support (DANTES):** The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.
 - e. **Physical Education Credit:** Any student who has served at least 181 days of active-duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Admissions Office for the credit and supply the appropriate documentation to receive the credits.
6. **Credit for Reverse Transfer:** Reverse Transfer is for students who transfer from WCCS to another college or university prior to completing an Associate degree.
- a. **Student:**
 - Agree to participate and release a student's records to WCCS from their current University/College.
 - Meet eligibility requirements:
 - Minimum of 15 hours earned at WCCS toward the degree.
 - Meet degree requirements for Associate in Arts or an Associate in Science Degree.
 - Earn a total of 60 credits required for an associate degree. This is total combined hours (WCCS + University/College)
 - b. **The University/College will:**
 - Send records to the Admissions Office at WCCS.
 - c. **WCCS will:**
 - Evaluate credits from the university/college and inform the student if they have earned an associate degree.
7. **Credit by Independent Study:** Under limited and extraordinary circumstances, a student may request permission to receive instruction via the means of an Independent Study class. In general, there are two conditions which must exist for a student to request an Independent Study class:

- a. specific course is required in a student's degree plan for respective student to graduate during the same semester; and
- b. no other course is available during that term as an appropriate substitute for the required course.

The student must request the Independent Study from a specific instructor. The instructor must make the request with written justification to the appropriate Department Chair. The written request must then be approved by the Department Chair, the Dean of Instruction, and the President. IF approved, the President will transmit the approval to the Dean of Students who will create the Independent Study section.

8. **Credit for Prior Experience:** Students who satisfactorily demonstrate knowledge of, or skills in a program in which they are training may receive advanced standing credit which may result in early program completion. This applies to individuals who have prior work experience or vocational training, especially at the high school level. Credit may be granted only through the following methods:
 - a. Comprehensive Departmental Challenge Examination.
 - b. CLEP General or Subject Examinations. Students should contact the instructor of the program for which they are applying and/or the Office of Student Services for additional information.
9. **Credit for Prior Learning Assessment:** Refer to ACCS [Chancellor's Procedures 706.01](#).

Procedure(s):

1. Students who earn credit by non-traditional means are responsible for submitting appropriate documentation for approval.
2. Approved credit will be applied by the Admissions Office onto the student's transcript.

Additional Provisions/Information:

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.