

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

<b>Procedure Number:</b>	AS 011
<b>Procedure Title:</b>	Posting of Non-Traditional Credit

## 1. PURPOSE

- 1.1. Provide students the opportunity to receive equivalent college semester credit hours earned through non-traditional means. Credit is based upon SACSCOC guidelines and may be awarded based upon recommendations published by the American Council on Education. Northwest Vista College (NVC) reserves the right to determine the acceptable transfer credit to a maximum of forty-five (45) semester credit hours once the student has earned six (6) college semester credit hours at any of the colleges in the Alamo Colleges District. The credit is treated as equal to a grade of CR in the corresponding course and can be utilized to meet degree requirements but is not included in GPA calculations and cannot be used to satisfy graduation residency requirements.

## 2. DEFINITIONS

- 2.1. ACE: American Council on Education. Founded in 1918, the American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives.
- 2.2. AP: Advanced Placement
- 2.3. CLEP: College-Level Equivalency Program.

## 3. GENERAL PROVISIONS FOR CREDIT FOR PRIOR COLLEGE LEVEL LEARNING

- 3.1. Northwest Vista College (NVC) provides students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and prior learning means. Credit or competencies are awarded only for evidence of learning, not for experience or time spent.
  - 3.1.1. Credit by Prior Learning options include: College Level Examination Program (CLEP); Advanced Placement (AP); International Baccalaureate (IB) Diploma Program; credit not awarded during initial review; internal examination for credit; credit for certification and training; institutional review of external training, licenses or certifications; Credit for military training (DANTES military course equivalency); ACE recommendation for course equivalency; and Continuing education course conversion.
  - 3.1.2. Official transcripts if credit by examinations was earned at other accredited institutions.
- 3.2. Prior Learning Credit Hour Limits.
  - 3.2.1. NVC encourages students who have participated in these areas to apply for credit for the appropriate equivalent course through our credit for prior learning processes.
  - 3.2.2. NVC, within appropriate departmental guidelines, reserves the right to determine the acceptable transfer credit to a maximum of forty-five (45) semester credit hours once the student has earned six (6) college semester credit hours at the student's home College. In other words, credit earned for prior learning is banked until a student earns at least six (6) college semester credit hours at the student's home College. If a student is awarded the maximum of 45 credit hours, the student must complete the remaining 15 credit hours at their home campus to be awarded an

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

associate degree.

3.2.3. A student can receive no more than 75% of the total credits for any certificate or degree through this process.

3.3. Grades and Transcription of Credit for Prior Learning.

3.3.1. Credit hours earned by examination and/or awarded through this process will receive a CR grade which will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation.

3.3.2. Credit by prior learning will not be awarded once a grade has been earned in the same course, excluding I and W.

3.4. Credit Transferability. Students planning to transfer to other institutions of higher education should consult with those institutions of higher education regarding their policies on granting prior learning credit.

3.5. Matrix of Available Prior Learning Opportunities. All Opportunities to receive credit by prior means are listed in the associated appendix matrix for credit by prior learning.

3.6. Acceptance of Credit for Prior Learning. Each of the Alamo Colleges has autonomy to determine which courses are eligible for credit for prior learning and which methods are available to receive credit for each course that is eligible.

3.7. Communication of Outcomes. All decisions made to transcribed credit for prior learning should be communicated directly to the student through their student email account within 20 business days of the decision being finalized.

3.8. Residency. Students must achieve residency at their home campus (the campus where credit was awarded through this process) to receive any award, certificate, or degree. Residency is defined as 25% of the credits required for any award, certificate, or degree. Credits transcribed through this process are not considered residency credits.

**4. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

4.1. The College recognizes the credit-granting scores recommended by the American Council on Education (ACE).

4.2. The credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations).

4.3. Military-connected students needing an evaluated degree plan to obtain Military Tuition Assistance (TA) or Military Spouse Career Advancement Account (MyCAA) funding may have transfer credit for CLEP posted to their student record in advance of receiving six (6) college semester credit hours. Eligible students must submit a request for CLEP review to the Enrollment.

4.4. Services/Admission and Records Office. Acceptable CLEP credit will be posted to the student record after the census date for the first term of attendance. Specific scoring information is provided in the appendix matrix.

4.5. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours at the student's home college.

**5. ADVANCED PLACEMENT (AP) PROGRAM**

5.1. Students taking the Advanced Placement (AP) test will earn equivalent college credit from the College when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but not the GPA calculations).

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

5.2. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours at the student's home college.

5.3. Specific scoring information is provided in the catalog.

**6. INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

6.1. The College will grant at least twenty-four (24) semester credit hours or equivalent course credit for approved courses in appropriate subject areas to an entering first- year student for successful completion of the International Baccalaureate Diploma Program (IBD).

6.2. For examined subjects, a grade of CR (prior learning credit only) will be posted and not included in GPA. Fewer than twenty-four (24) semester credit hours will be awarded if the student received a score of less than four (4) on an examination administered as part of the diploma program (Students should refer to their colleges course matrix found in the catalog for detailed information).

6.3. One course from the IBD program may not substitute for multiple credit courses unless the content of the IBD course and its learning outcomes cover the course learning outcomes of all courses being substituted.

**6.3.1. IBD Exam Options**

- Higher Level (HL) 240 teaching hours – minimum of three (3) subjects and not more than four (4)
- Standard Level (SL) 150 teaching hours – minimum of two (2) and not more than three (3)

6.3.2. Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.

6.3.3. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours at the student's home college.

6.3.4. Specific scoring information is provided in the catalog.

**7. CREDIT NOT AWARDED DURING INITIAL REVIEW**

7.1. When students transfer credit from an institution that they have previously attended to the Alamo Colleges, the student's transcript is evaluated and credit for courses that have previously been awarded for the transferring institution are automatically transcribed for the student.

7.2. In some cases, one or more courses that may be eligible for transcription are not automatically awarded and must be reviewed and approved by the appropriate Chair or discipline faculty.

7.3. If a student would like to have course(s) reviewed for equivalency the student must complete the "Credit Not Awarded During Initial Review" section of the Prior Learning Assessment (NTLA) form and submit the form to the appropriate Chair(s) for evaluation. Students should include a transcript of each course they have completed at a previous institution and attach it with the NTLA form.

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

**8. INTERNAL EXAMINATIONS FOR CREDIT**

- 8.1. In specific approved courses students may request to take an Internal Exam to receive credit for a course. Students desiring to take an internal examination cannot have received a grade of any kind for the course with the exception of a withdrawal grade (in person, online, hybrid, remote format).
- 8.2. If the examination is passed with a score of 70% or higher, students will receive credit for the course and have a "P" (pass) grade transcribed for the course.
- 8.3. The appropriate discipline Subject Matter Expert will review the score of the examination and provide a recommendation to the appropriate Dean for Academic Success who will forward the final decision to A&R. Admissions and Records will record the grade as appropriate and inform the student of the outcome.
- 8.4. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours at the student's home college.
- 8.5. Courses available for internal examination are listed in the catalog.

**9. CREDIT FOR CERTIFICATION OR TRAINING**

- 9.1. In specific approved courses students may request to receive credit for a course based on previous documented training including apprentice programs and by holding an industry recognized certification.
- 9.2. Students requesting credit will fill out the attached prior learning assessment form, provide documentation of training or certification, and submit both to the appropriate chair or discipline lead for review and approval. If the chair or discipline lead approves, the documentation is forwarded to the appropriate Dean for Academic Success for signature. The appropriate Dean for Academic Success will review the documentation and provide a final decision to Admissions, Records and Registration. Admissions; Records, and Registration will record the grade as appropriate and inform the student of the outcome.
- 9.3. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours at the student's home college.
- 9.4. Courses available for training or certification are listed in the catalog.

**10. CONTINUING EDUCATION COURSE CONVERSION TO WORKFORCE COURSES (MIRROR COURSES)**

- 10.1. To provide an entry for students wishing to transition from the continuing education portion of their education to the academic credit continuation of their education, students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses.
- 10.2. Course learning outcomes and competencies for the continuing education courses will be compared to those required of academic courses in the course inventory under the direction of the appropriate Dean for Academic Success and approval by the Vice President for Academic Success.

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

- 10.3. Continuing Education Units (CEUs) earned outside of the colleges of the Alamo Colleges District will be evaluated under the criteria in Section VII. Credit for Certification or Training or Section VIII. Credit by Subject Matter Expert Review.
- 10.4. Conversions of CEUs to academic credit must be requested within three (3) years of completing the continuing education course. Grades will be posted as CR and not included in GPA.
- 10.5. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours..
- 10.6. Under exceptional circumstances the six (6) hours may be waived, such as when students are taking a complete course of study in a given contract period with Continuing Education.

#### **11. CREDIT BY SUBJECT MATTER EXPERT REVIEW**

- 11.1. Students who feel that their previous work experience can demonstrate mastery of the content of one or more courses may prepare and submit sufficient documentation and/or evidence that aligns their experience and skills with the learning outcomes of specific courses.
- 11.2. After admission to the college, students should consult with the appropriate academic Department to determine whether prior learning may be applicable for college credit.
- 11.3. Students must be enrolled in the current semester for which they are applying for such credit.
- 11.4. The assessment of prior learning may be requested by individuals seeking to obtain college-level credit for experience and/or training received in a relevant work environment.
- 11.5. Application for Work Experience Credit may be obtained from the office of the appropriate academic chair.
- 11.6. Sources of prior learning may include:
  - Prior employment
    - Letter from current or former employer on official company letterhead
  - Certification/licensure/credentials equivalents
    - Needs to demonstrate current, updated and active credentials
  - National ACE guidelines
  - Military service
    - DANTES military course equivalency
  - Special agreements
    - MOUs, in-house training/DOL curriculum cross-walked
- 11.7. The college will publish a guide in the NVC Catalog to assist students in the process of identifying the college courses that would be eligible to match their prior learning as evidenced by documentation, verification of experience, and/or sufficient justification.
- 11.8. Before prior learning credit can be awarded and posted on a student's official college transcript, the student's must be approved by the appropriate Faculty, Department Chair, Dean for Academic Success, and Vice President for Academic Success.
- 11.9. In the event that the objective evidence that the reviewer is looking for in the submitted material is not present, a subjective decision on the basis of the preponderance of

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

evidence will be necessary. Such decisions will be made by one or more subject matter experts (SMEs), those decisions will be considered final.

- 11.10. The prior learning assessment will ensure that the level of the prior experience commensurate with the rigor (in terms of content and contact hours) of the course being considered.
- 11.11. The decision to post credit will be made within 20 business after the final submission of the student's documentation and/or evidence and those decisions will be final.
- 11.12. An appropriate course for documenting prior learning is not guaranteed, and approval of such prior learning is not automatic.
- 11.13. Credits earned by this method are posted on the transcript as equivalency credit (non-graded). The college will retain a copy of the documentation with the student's permanent file.
- 11.14. No more than forty-five (45) semester credit hours can be earned through any method of credit for prior learning and will be transcribed once the student has earned six (6) college semester credit hours.

**12. WORK EXPERIENCE AND PRIOR LEARNING CREDIT**

- 12.1. Students must be enrolled in the current semester for which they are applying for such credit. Students submit a Petition for Application for Work Experience Credit to the respective department with supporting documentation of previous experience.
- 12.2. Sources of prior learning may include:
  - 12.2.1. Prior employment
  - 12.2.2. Extensive technical training in high school
  - 12.2.3. Trade or proprietary school equivalence
  - 12.2.4. Certification/licensure/credentials equivalents
  - 12.2.5. National ACE guides
  - 12.2.6. Military service
  - 12.2.7. Special agreements
- 12.3. Program or Discipline Coordinators, Chair, and Dean for Academic Success or Designee approve request.
- 12.4. Petition is submitted to the Records and Residency team have credit posted to the record and advisor is notified to update GPS.

**13. CONTINUING EDUCATION TO ACADEMIC CREDIT**

- 13.1. Students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses.
- 13.2. Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the college's Dean for Academic Success and approval by the Vice President for Academic Success or designee.
- 13.3. Courses with matching competencies will be completed and approved by:
  - 13.3.1. CE Program Managers/CE Specialists
  - 13.3.2. Program Chair
  - 13.3.3. Dean(s) for Academic Success
  - 13.3.4. Vice President for Academic Success
- 13.4. Conversion of CEU's to academic credit must be requested within three (3) years of completing the continuing education course.

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

- 13.5. Credit by non-traditional means may not be awarded once a grade has been ~~earned~~ posted.

**14. INTERNATIONAL BACCALAUREATE DIPLOMA (IBD)**

- 14.1. IBD students must provide an official transcript with exam title and score.
- 14.2. Students will earn equivalent college credit when attaining the scores indicated in the table below and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations)
- 14.3. Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.
- 14.4. IBD Exam Options
  - 14.4.1. Higher Level (HL) 240 teaching hours — minimum of three (3) subjects and not more than four (4)
  - 14.4.2. Standard Level (SL) 150 teaching hours — minimum of two (2) and not more than three (3)

NORTHWEST VISTA COLLEGE  
PROCEDURE

College Course(s)	Credits	IBD Exam Title	IBD Score
ENGL 1301 & ENGL 1302	6	English A-Literature (SL/HL)	4 or higher
CHIN 1411 & CHIN 1412	8	Chinese A or B (SL/HL)	4 or higher
FREN 1411 & FREN 1412	8	French A or B (SL)	4 or higher
FREN 2311 & FREN 2312	6	French A or B (HL)	4 or higher
SPAN 1411 & SPAN 1412	8	Spanish A or B (SL)	4 or higher
SPAN 2311 & SPAN 2312	6	Spanish A or B (HL)	4 or higher
COSC 1301	3	Computer Science (SL/HL)	4 or higher
MATH 1314	3	Math (SL/HL)	4 or higher
BIOL 1406	4	Biology (SL/HL)	4 or higher
CHEM 1311 & CHEM 1111 or CHEM 1411	4	Chemistry (SL/HL)	4 or higher
GEOL 1403	4	Geology (SL/HL)	4 or higher
PHYS 1301 & PHYS 1101 or PHYS 1401	4	Physics (SL/HL)	4 or higher
ARTS 1301	3	Visual Arts (SL/HL)	4 or higher
DANC 1305	3	Dance (SL/HL)	4 or higher
DRAM 1310	3	Theatre (SL/HL)	4 or higher
HUMA 1315	3	Humanities (SL/HL)	4 or higher
MUSI 1306	3	Music (SL/HL)	4 or higher
ANTH 2346	3	Social and Cultural Anthropology (SL/HL)	4 or higher
ECON 2301 or ECON 2302	3	Economics (SL/HL)	4 or higher
GOEG 1303	3	Geography (SL/HL)	4 or higher
HIST 2311	3	History (SL/HL)	4 or higher
HUMA 1301	3	Humanities (SL/HL)	4 or higher
PHIL 1301	3	Philosophy (SL/HL)	4 or higher
PSYC 2301	3	Psychology (SL/HL)	4 or higher
SOCI 1301	3	Sociology (SL/HL)	4 or higher
Maximum possible credits	27		

Contact for Interpretation: *Vice President for Academic Success*

<b>Relevant Board Policy:</b>	N/A
<b>Relevant SACSCOC Documents:</b>	SACSCOC Standard 10.7
<b>Originating Unit:</b>	Academic Success
<b>Maintenance Unit:</b>	Vice President for Academic Success
<b>Implementation Date:</b>	June, 2021
<b>Revision Date:</b>	Spring 2023; Spring 2024