

# Credit from Non-Traditional Sources

The College provides an opportunity for students to earn a reasonable amount of credit toward the associate degree through methods other than formal classroom instruction.

While non-traditional credit applies toward degrees granted by the College, it should not be assumed that such credit will automatically be accepted by other institutions. Students are advised to consult a counselor to obtain information regarding policies at other institutions. A maximum of 25 percent of credit toward any degree may be earned from non-traditional sources.

The types of non-traditional credit and procedures are listed below:

## A. Course Credit by Departmental Challenge Examination

Students may be awarded credit for documented competencies and previous formal training by demonstrating their competencies on departmental challenge exams. These departmental exams are generally used as credit for experience or as credit earned in programs at area vocational schools. These departmental exams are not available for core courses in Associate in Arts or Associate in Science degrees. The guidelines and procedures for obtaining credit by departmental examination are:

1. The maximum number of semester hours a student can challenge is 9.
2. A student may not challenge a lower level course in a sequence in which he/she has passed a higher level course in the sequence.
3. A student cannot challenge a course he/she has already completed.
4. Prerequisites for a course must be completed before the course may be challenged.
5. A course may be challenged only once.
6. The student must register and pay for the course he/ she is planning to challenge.
7. The student must make arrangements within the first five (5) HOURS of class meeting time (i.e. within first week for a M-F class; within the first two (2) class meetings for M-W or T-TH classes) with the division chairperson to challenge a course.
8. The student must attend class until the results of the challenge examination are determined.
9. The challenge examination results should be made known to the student within three (3) school days of the administration of the examination (to allow for schedule alteration if desired and possible).
10. A student cannot withdraw from the class after taking the challenge exam.
11. The challenge examination grade will serve as the course grade. The student may remain in the challenged course and complete the course for a second course grade. If this occurs, the instructor will complete a change of grade form reflecting the new grade. This will replace the earlier grade on the student's transcript.
12. Challenge examinations will be constructed by full-time faculty teaching within the challenged area; securely maintained in the division office; administered by the division office; and graded on a rotating basis by fulltime faculty teaching in the area challenged. For more information, contact the appropriate divisional chairperson.

## B. Specialized Military Training

The College adheres to policies prescribed by the "Guide to the Evaluation of Educational Experiences in the Armed Services" in granting credit for military course work. The student should consult the Director of Admissions for information regarding the type and amount of credit which can be granted. United States Armed Forces Institute (USAFI/DANTES) Credit earned under the auspices of USAFI/DANTES may be granted by the College. The policy which applies to the CLEP program also applies to USAFI/DANTES credit. Consult the Director of Admissions for a full evaluation of USAFI/DANTES credit.

## C. Advanced Placement

Students who have completed college-level courses offered by high schools through the CEEB Advanced Placement Program and who have passed the National Examinations of the CEEB Advanced Placement Program with a score of three (3) or higher will be awarded advanced placement credit in the equivalent courses at the College. Advanced Placement scores must be received for CEEB after the student applies for admission but prior to the beginning of the semester in which the student wants the credit to be applied. It is the student's responsibility to have the College Entrance Examination Board forward reports to the College Office of Admissions. The student should be aware that some universities may require a score of four (4) for advanced placement. Acceptance of a score of three (3) by the College will not assure that the senior institution will award advanced credit for the course credit through advanced placement by the College. A maximum of 20 semester hours credit may be awarded by state community and junior colleges.

## D. Articulated Credit

Articulation is a planned process that allows a high school student enrolled in certain Occupational/Technical Programs, the opportunity to progress from secondary to postsecondary in a sequential manner without duplication of instruction. Students may receive up to one semester of postsecondary course credit for skills and theory received at a high school. Applicants seeking credit transfer from high school should contact the Occupational Program Instructor or contact the Admissions Office at the College for specific instructions.

## E. College Level Examination Program

(CLEP) is a National System of credit by examination. The College is an open test center.

The College honors credit earned through CLEP examinations provided appropriate scores are achieved, and certain conditions are met. A minimum score at or above the 50th percentile on both general examinations and subject examinations is required for specific course credit.

Any elective credit earned by nontraditional means may apply toward the total number of hours required for graduation but may not apply toward specific requirements in particular subject area. For example, elective credit in English will not meet degree requirements of composition or literature.

Credit for SUBJECT EXAMINATIONS is granted provided the student has not been enrolled for more than one week in the course for which credit is to be earned. CLEP credit is not granted for college level courses previously failed, for courses in which credit for higher level course work has been earned, or for both subject examination and its course equivalent.

The policy of granting credit through CLEP at the College may differ from policies at other colleges. CLEP Tests are administered by appointment. Tests will not be scheduled during final exams or during official registration dates. For more information, contact Carolyn Fincher, Phil Campbell Campus at 256.331.6297 or go to [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

## F. Biology Placement Examination

The state of Alabama has developed a Placement Exam for the Biology Department. The exam is an internet based 75-question, multiple choice placement test which covers the objectives of BIO 103. Students who must take BIO 104 to satisfy degree requirements will not be allowed to substitute the test for the BIO 103 pre-requisite course.

A student who passes this examination may proceed directly to BIO 201. For information on this exam, contact the Science Department Chairperson or the Division Chairperson.