



Procedure Number:	AS 103
Procedure Title:	Credit for College level Learning
Relevant Board Policy:	N/A
Relevant SACSCOC Principle:	10.8 Evaluating and Awarding Academic Credit
Originating Unit:	Vice President for Academic Success
Maintenance Unit:	Vice President for Academic Success
Contact for Interpretation:	Vice President for Academic Success

### **I. General Provisions for Credit by Non-Traditional College Level Learning**

The College provides students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. The College 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 College.

Credit hours earned by examination and/or awarded through non-traditional means will be posted as CR and will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit by non-traditional means may not be awarded once a grade has been earned in the same course, excluding I and W.

Students planning to transfer to other institutions of higher education should consult with those institutions of higher education regarding their policies on granting non-traditional credit.

### **II. College Level Examination Program (CLEP)**

The College recognizes the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of 45 semester credit hours of non-course based credit from any testing equivalency source. No credit will be awarded until the student has successfully completed at least six (6) hours of course credit from the College. The credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations). 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 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 following table:

CLEP Test	Score	Sem. Hr.	Alamo Colleges Course
<b><i>Business</i></b>			
Information Systems	50	3	<a href="#">COSC 1301</a>
Introductory Business Law	50	3	<a href="#">BUSI 2301</a>
Principles of Management	50	3	BMGT 1327
Principles of Marketing	50	3	<a href="#">MRKG 1311</a>
<b><i>Composition and Literature</i></b>			
American Literature	50	6	<a href="#">ENGL 2327</a> & <a href="#">ENGL 2328</a>
College Composition	50	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
English Literature	50	6	<a href="#">ENGL 2322</a> & <a href="#">ENGL 2323</a>
Humanities	50	3	<a href="#">HUMA 1301</a>
<b><i>Foreign Languages*</i></b>			
French Language, Level 1	50	8	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>
French Language, Level 2	59	14	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a>
German Language, Level 1	50	8	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a>
German Language, Level 2	60	14	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & <a href="#">GERM 2311</a> & <a href="#">GERM 2312</a>
Spanish Language, Level 1	50	8	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>
Spanish Language, Level 2	63	14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
<i>Level 1: equivalent to the first two (2) semesters of college-level foreign language course work</i>			
<i>Level 2: equivalent to the first four (4) semesters of college-level foreign language course work</i>			
<i>*Based on Computer Based Testing (CFBT) beginning July 2001</i>			
<b><i>History and Social Sciences</i></b>			
American Government	50	3	<a href="#">GOVT 2305</a>
History of the United States I	50	3	<a href="#">HIST 1301</a>
History of the United States II	50	3	<a href="#">HIST 1302</a>
Human Growth and Development	50	3	<a href="#">PSYC 2314</a>

Introductory Psychology	50	3	<a href="#">PSYC 2301</a>
Introductory Sociology	50	3	<a href="#">SOCI 1301</a>
Principles of Macroeconomics	50	3	<a href="#">ECON 2301</a>
Principles of Microeconomics	50	3	<a href="#">ECON 2302</a>
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312
<b><i>Science and Mathematics</i></b>			
Biology	50	8	<a href="#">BIOL 1406</a> & <a href="#">BIOL 1407</a>
Calculus	50	4	<a href="#">MATH 2413</a>
Chemistry	50	8	<a href="#">CHEM 1411</a> & <a href="#">CHEM 1412</a>
College Algebra	50	3	<a href="#">MATH 1314</a> or <a href="#">MATH 1414</a>
Precalculus	50	4	<a href="#">MATH 2412</a>

### III. Advanced Placement (AP) Program

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).

Students can be granted a maximum of 45 hours of non-course based credit from any testing equivalency source. AP credit is not applied to the transcript until the student has successfully completed six (6) hours of course credit from the College.

Specific scoring information is provided in the following table.

AP Test	Score	Sem. Hr.	Alamo Colleges Course
Art History	3	6	<a href="#">ARTS 1303</a> & <a href="#">ARTS 1304</a>
Studio Art: Drawing	3	3	<a href="#">ARTS 1316</a>
Studio Art: 2-D Design	3	3	<a href="#">ARTS 1311</a>
Studio Art: 3-D Design	3	3	<a href="#">ARTS 1312</a>
Biology	3 or above	4	<a href="#">BIOL 1406</a>
Calculus AB	3	4	<a href="#">MATH 2413</a>
Calculus BC	3	8	<a href="#">MATH 2413</a> & <a href="#">MATH 2414</a>
Chemistry	3 or above	3	CHEM 1311
Computer Science A	3	3	<a href="#">COSC 1301</a>
Computer Science Principles	3	3	<a href="#">COSC 1301</a>
Macroeconomics	3	3	<a href="#">ECON 2301</a>
Microeconomics	3	3	<a href="#">ECON 2302</a>
English Language and Composition	3	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
English Literature and Composition	3	6	<a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>
Environmental Science	3	3	<a href="#">BIOL 2306</a>
French Language and Culture	3	8	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>
	4	11	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a>
	5	14	<a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> & <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a>
German Language and Culture	3	8	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> <a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & <a href="#">GERM 2311</a>

	4	11	<a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> & GERM 2311 & GERM 2312
	5	14	
United States Government and Politics	3	3	<a href="#">GOVT 2305</a>
European History	3	6	HIST 2311 & HIST 2312
United States History	3	6	<a href="#">HIST 1301</a> & <a href="#">HIST 1302</a>
Human Geography	3	3	<a href="#">GEOG 1302</a>
Latin	3	6	LATI 1311 & LATI 1312
Music Theory <sup>3</sup>	3	2-3	<a href="#">MUSI 1211</a> or MUSI 1311
Physics 1: Algebra Based	3	4	<a href="#">PHYS 1401</a> or (PHYS 1301 & PHYS 1101)
Physics 2: Algebra Based	3	4	PHYS 1402 or (PHYS 1302 & PHYS 1102)
Physics C: Mechanics	3	4	<a href="#">PHYS 2425</a>
Physics C: Electricity and Magnetism	3	4	<a href="#">PHYS 2426</a>
Psychology	3	3	<a href="#">PSYC 2301</a>
Spanish Language and Culture	3	8	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>
	4	11	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a>
	5	14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
Spanish Literature and Culture	3	14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>
Statistics	3	4	<a href="#">MATH 1442</a>
World History	3	6	<a href="#">HIST 2321</a> & <a href="#">HIST 2322</a>

#### IV. Credit for Prior Learning/Work Experience

A prior learning assessment option, available beginning in late Fall 2012, is to enroll in a course that helps the student prepare a portfolio that aligns experience and skills with the learning outcomes of specific courses. The fee for the course includes instruction and feedback on developing the portfolio and assessment directly through LearningCounts.org, an online resource. The requirement to earn six (6) college semester credit hours at the College before recording the credits earned through this option is waived.

The assessment of work experience/prior learning may be requested for specific

technical programs by individuals seeking to obtain college-level credit for experience and/or training received at a technical institution or in a work environment. The Application for Work Experience Credit may be obtained from the office of the appropriate academic dean.

Sources of prior learning may include:

- Prior employment
- Extensive technical training in high school
- Trade or proprietary school equivalence
- Certification/licensure/credentials equivalents
- National ACE guides
- Military service
- Special agreements

After admission to the College, students should consult with the appropriate academic Division to determine whether work experience/prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match work experience/prior learning as evidenced by documentation, verification of experience, and sufficient justification. Before work experience/prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate academic dean, or designee.

An appropriate course for documenting prior learning is not guaranteed, and approval of such prior learning is not automatic.

A maximum of 45 semester credit hours may be earned through the assessment of work experience/prior learning and applied toward graduation. Credits earned by non-traditional methods 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.

## V. International Baccalaureate Diploma Program

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.

For examined subjects, a grade of CR 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. A minimum of six (6) hours of college-level credits must be earned at the College before the International Baccalaureate credits are awarded.

### 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)

*NOTE:* 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.

Specific scoring information is provided in the following table:

College Course(s) at the Colleges of the Alamo Colleges District	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
<b>Maximum possible credits</b>	<b>27</b>		

## VI. Internal Examinations for Credit Hours

Students enrolled for the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Seek appropriate departmental requirements in order to take internal proficiency exams and receive written departmental approval.
- Register in a course for which an internal proficiency exam is being sought.



- Obtain information or approval form from Enrollment Services/Admissions and Records. Upon approval students must pay the appropriate costs as defined in the fee schedule. This fee is non-refundable.
- Take a comprehensive written examination that may include prescribed performance tests prior to Census Date for the semester.
- Receive a performance grade of “C” or better to receive credit.
- Examinations for credit hours are not administered in all departments or for all courses.

## **VII. Continuing Education Units Conversion to Career and Technical Courses**

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. Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the appropriate academic dean and approval by the academic vice president.

Up to the 45-hour maximum may be awarded once the student has earned six (6) college semester credit hours at the respective college. Under special circumstances the six (6) hours may be waived, such as where students are taking a complete course of study in a given contract period with Continuing Education. 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.

Attachment:

Originator: Alan Cottrell

Date Approved: 11/11/2016

Updated: 04/26/2017

Last Updated: 05/05/2020

Approved: \_\_\_\_\_

Title: Vice President for Academic Success