

## Acceptance of Academic Credit

Central Alabama Community College provides opportunities for students to earn credit toward an Associate of Science Degree, Associate of Applied Science Degree and Associate of Occupational Technology Degree, Certificate, and Short-Term Certificate. The institution evaluates a student's transfer credit upon receipt of all official transcripts. Coursework from another institution of higher education will be considered for transfer if the institution is accredited by a Regional Accrediting agency. Transfer courses are accepted and credit is awarded for coursework with equivalent course content and equivalent credit hours from regionally accredited colleges for all passing grades as determined by the Alabama State Board of Education. This policy is adjusted for transfer students who are transferring into the College with a cumulative grade point average of less than 2.00. As directed by Alabama State Board of Education Policy 801.01, transfer students with less than a 2.0 grade point average cannot transfer credit hours for a course in which the student earned a grade of "D." These policies are available on the Alabama Community College System website and in the College Catalog.

The Admissions Office uses the Accredited Institutions Postsecondary Education manual published by the American Council on Education and the SACS Accredited Non-Public Schools in Alabama publication to determine if the credit is eligible for transfer.

The College's Transcript Evaluator evaluates credit and completes the Transfer and Nontraditional Credit Awarded toward a Certificate or Associate Degree and sends it to the Dean of Instruction for evaluation and approval. The College follows Alabama State Board of Education Policy 706.01 and the Guidelines for Policy 706.01 in awarding nontraditional credit. The methods for validating credit for experiential learning are outlined in this policy. The Partnership for Accelerated Learning through Engagement, Visualization, and Simulation (PAVES) process for evaluation of Prior Learning Assessment must be completed by the Evaluator. The process includes such things as a review of related work experience, test scores, project completion, certification, on the job training, and other schooling or training. Portfolio reviews involve the departmental faculty review. Ultimately, the Transfer of Nontraditional Credit Award Form is referred to the Dean of Instruction for approval. The PAVES method for Prior Learning Assessment has been recommended by the Department of Postsecondary Education who has been on campus to train College faculty on the process. The College has recently utilized this process for awarding non-traditional college credit. The attached forms and transcript demonstrate the College's use of the PAVES method.

Central Alabama Community College awards advanced placement credit through credit by exam, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) exams, in compliance with Alabama State Board of Education Policy 706.01. Credit by exam may be awarded only if the credit equates a course within the current curriculum of the College or if the credit may be used as elective credit. Students may not earn credit through nontraditional sources for any course in which a passing grade has been previously received. As evidence of compliance, examples showing the application of credit for AP Scores and a student's transcript where the College awarded AP credit and CLEP credit are attached.

If the Transcript Evaluator questions a student's transfer credit upon receipt of all official transcripts, the Dean of Instruction is consulted prior to completion of the transfer and

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course(s). Before receiving credit for a course, a student must meet enrollment requirements for the course. Students may not earn credit through non-traditional academic work for any course in which a grade has previously been received. Applicants must have official documents sent directly to the Office of Enrollment Services from the appropriate agency.

- I. **CLEP (College Level Examination Program- sponsored by the College Board)** – Central Alabama Community College will award credit for satisfactory performance on CLEP tests. CLEP is a national program of credit by examination that offers the student the opportunity to obtain recognition for college level achievement. Upon receipt of official results from a CLEP testing center, Central Alabama Community College will grant credit based on state guidelines and the American Council on Education (ACE) recommendations. ACE recommendations may be found at <http://clep.collegeboard.org/develop/ace-credit>.
- II. **Advanced Placement Test (AP)** – Central Alabama Community College awards credit for advanced placement courses taken in high school with scores of 3 or higher earned on the national examinations of the College Board Advanced Placement Program. Upon receipt of official results, Central Alabama Community College will grant credit based on state guidelines.
- III. **Credit for Experience in the Armed Services** – Central Alabama Community College grants credit for appropriate educational experiences in the armed service in accordance with recommendations from the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services. Interested students may contact the Office of Enrollment Services.
- IV. **Statewide Articulation** – Students can receive college credit for technical high school courses listed on the statewide articulation memorandum of agreement between the Alabama Community College System and Alabama State Department of Education. Students must complete the articulation process.