



Procedure Number:	AS 103
Procedure Title:	Credit for Prior 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**

Northeast Lakeview College (NLC) provides students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. NLC, 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) semester credit hours at the College.

Credit hours earned by examination and/or awarded through non-traditional means will be posted as a grade of CR and will not be included in a student's GPA computation; however, the semester credit hours are counted for graduation. Credit for non-traditional college level learning is not awarded to a student for courses in which they have earning a grade, 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. Credit can may be awarded once 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:

<b>CLEP Test</b>	<b>Score</b>	<b>Sem. Hr.</b>	<b>Alamo Colleges Course</b>
<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="#">SOC 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 they have earned the minimum scores listed below. 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 may be applied to the transcript once 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>

	4	11	<a href="#">GERM 1411 &amp; GERM 1412</a> & <a href="#">GERM 2311</a>
	5	14	<a href="#">GERM 1411 &amp; GERM 1412</a> & <a href="#">GERM 2311</a> & <a href="#">GERM 2312</a>
United States Government and Politics	3	3	<a href="#">GOVT 2305</a>
European History	3	6	<a href="#">HIST 2311</a> & <a href="#">HIST 2312</a>
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	<a href="#">LATI 1311</a> & <a href="#">LATI 1312</a>
Music Theory <sup>3</sup>	3	2-3	<a href="#">MUSI 1211</a> or <a href="#">MUSI 1311</a>
Physics 1: Algebra Based	3	4	<a href="#">PHYS 1401</a> or ( <a href="#">PHYS 1301</a> & <a href="#">PHYS 1101</a> )
Physics 2: Algebra Based	3	4	<a href="#">PHYS 1402</a> or ( <a href="#">PHYS 1302</a> & <a href="#">PHYS 1102</a> )
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 4 5	8 11 14	<a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> & <a href="#">SPAN 2311</a> <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. 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 freshman 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:

<b>College Course(s) at the Colleges of the Alamo Colleges District</b>	<b>Credits</b>	<b>IBD Exam Title</b>	<b>IBD Score</b>
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>		

#### V. Credit Not Awarded During Initial Review

An official evaluation of college transfer coursework from institutions previously attended will be processed during the first (1) semester of enrollment at a college in the Alamo Colleges District. Official transcripts from all institutions of higher education attended must be forwarded to the College.

In some cases, courses that may be eligible for transcription are not automatically awarded and must be evaluated and approved by the appropriate department chair or discipline faculty.

To request an additional evaluation, the student must complete the “Credit Not Awarded During Initial Review” section of the Prior Learning Assessment (PLA) form and submit the form to the appropriate department chair(s). Students should include a transcript of each course they have completed at a previous institution and attach it with the PLA form.

The appropriate chair or discipline lead will provide their decision for each course to the appropriate dean who will review and provide a final decision to Admissions and Records (A&R). A&R will inform the student of the decision for each class evaluated.

## VI. Internal Examinations for Credit

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). 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. All internal examinations will be proctored in the NLC Course Exam Center (CEC). The appropriate dean will review the score of the examination and provide a final decision to A&R. A&R will record the grade as appropriate and inform the student of the outcome.

Courses available in NLC for internal examination are as follows:

BUSI 2305	Business Statistics
ITNW 1425	Fundamentals of Networking Technology
ITNW 1308	Implementing and Supporting Client Operating Systems
LMGT 1319	Intro to Business Logistics
LMGT 1323	Domestic and International Transportation Management
MRKG 1372	Digital Landscape

## VII. Credit for Certification or Training

In specific approved courses students may request to receive credit for a course based on previous documented training and by holding an industry recognized certification. Students requesting credit will fill out the attached Prior learning assessment form, provide documentation of training or certification, and submit both to the appropriate faculty for review and approval. If the faculty member approves, the documentation is forwarded to the appropriate dean for signature. The appropriate dean will review the documentation and provide a final decision to A&R. A&R will record the grade as appropriate and inform the student of the outcome.

Courses available in NLC for training or certification are as follows:

Course	Course Title	Certification Required
ITNW 1308	Implementing and Supporting Client Operating Systems	CompTIA A+
ITNW 1425	Fundamentals of Networking Technology	CCNA
ITNW 2412	Routers	CCNA
ITCC 2420	CCNA 3: Enterprise Networking, Security, and Automation	CCNA
ITCC 2430	CCNP Enterprise: Core Networking (ENCOR)	CCNP



## **VIII. Credit for Prior Learning/Work Experience**

NLC students who feel that their previous work experience can demonstrate mastery of the content for one or more courses may 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 equivalance
- Certification/licensure/credentials equivalentents
- National ACE guidelines
- Military service
- Special agreements

After admission to the College, students should consult with the appropriate academic department 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 prior learning/work experience 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.

### **IX. Continuing Education Course Conversion to Workforce Courses (Mirror Courses)**

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 credit courses in the College Catalog 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 College Under special circumstances the six (6) hours may be waived, such as students who are taking a complete course of study in a given contract period with Continuing Education. Students must request Conversions of CEUs to academic credit 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,  
05/05/2020

Last Updated: 07/11/2023

Approved: *Laura E. Boyer*  
Title: Vice President for Academic Success