



Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Policy:

Approved By and Date:

Board of Trustees, 12-11-2017

Executive Leadership Team, 11-16-2017

Kilgore College (KC) recognizes and values knowledge and skills gained in many ways. Credit may be awarded for noncredit coursework, by examination, or through experiential learning. For all degrees and certificates awarded by KC, students must earn a minimum of 25% of the credits in the award through KC course instruction.

Academic Credit for Noncredit Coursework, Examination, and Experiential Learning Procedures:

Approved By and Date:

Executive Leadership Team, 4-24-2018

Credit for Coursework Taken on a Noncredit Basis:

KC awards credit for coursework taken on a noncredit basis only when there is documentation that the noncredit coursework is equivalent to a comparable credit experience. Students consult with the appropriate department chair to begin the process of having credit awarded.

Academic credit may be awarded for noncredit coursework taken through the East Texas Police Academy and the Kilgore College Fire Academy when the noncredit coursework contains the same student learning outcomes as the credit coursework, as designated in the *Workforce Education Course Manual*.

KC awards academic credit to Cosmetology students who transfer into the KC Cosmetology Program. Transfer students who have clock hours from for-profit (proprietary) schools have their credit hours calculated as follows: For every 125 clock hours, students will be granted credit for one college course. All student clock hours are verified by Texas Department of Licensing and Regulation before academic credit is awarded.

Credit by Exam:

KC awards credit by exam [e.g., College Board Advanced Placement, College Board College Level Examination Program, and International Baccalaureate (IB)] for designated courses based on commonly recognized standards.

1. Except where noted below, credit by examination and advanced placement are available both to incoming students and students currently enrolled.
2. KC will award credit only after students enroll at the College and earn 15 credit hours through classroom instruction. This restriction does not apply to the IB program.
3. Scores earned on national examinations should be sent to KC. Students must contact the Office of Admissions and Registrar to have credit posted on transcripts.
4. The symbol "CR" (credit), rather than a grade, will be posted to a transcript.
5. KC will not award credit by examination for courses in which a student is currently enrolled, for courses which a student has previously failed, or for courses which are prerequisites to courses for which the student has already earned credit.
6. A student may earn a maximum of 24 credit hours through credit by examination.
7. Credit by examination or advanced placement is not applicable toward determination of scholastic standing or academic honors. Likewise, credit hours earned through credit by examination or advanced placement will not satisfy requirements for minimum hours in residence that the student must earn at KC for a certificate of completion or a degree.
8. Colleges and universities to which KC students plan to transfer determine their own policies for the transfer of credits awarded through examinations. KC urges students to verify transferability and applicability of such course credits with the colleges or universities to which they intend to transfer.
9. Fees for posting credits to KC transcripts are listed in the KC Catalog.

College Board Advanced Placement (AP) Examinations: High school students who take AP examinations should have the College Board forward their scores to Kilgore College. AP examinations and minimum scores for which students may earn KC course credit are included in the KC Catalog.

College Level Examination Program (CLEP): The College Level Examination Program (CLEP) is designed primarily to evaluate non-traditional, college-level education such as independent study or correspondence work. Although KC does not accept scores for CLEP general examinations, the College grants credit for specified CLEP subject examinations. Students may receive information about CLEP through the KC Testing Office. CLEP examinations and minimum scores for which students may earn KC course credit are included in the KC Catalog.

Advanced Placement without Credit: A student who wishes to enroll in an advanced course (e.g., foreign language, mathematics) for which there is no credit by examination or departmental examination for the prerequisite courses may do so with the consent of the appropriate dean. The student must demonstrate or present documentation that he or she possesses the academic background and/or experiences to justify the advanced placement. The student will not receive credit for the prerequisite courses and no fees apply.

International Baccalaureate (IB) Diploma Credit: Kilgore College will grant a minimum of 24 semester credit hours (SCH) to any new student who earns the International Baccalaureate Diploma and has scores of at least 4 on all subjects. KC may grant fewer than 24 SCH if the student earned the IB Diploma and scored less than 4 on any IB examination. The maximum number of semester credit hours that will be awarded is 30. Applicants with the IB diploma must provide a completed IB transcript to the Office of Admissions and Registrar prior to enrolling in order to receive credit.

Credit for Experience:

KC awards credit for experiential learning when students demonstrate that they have achieved the student learning outcomes of a designated workforce education course by way of a departmental exam or appropriate industry recognized credential. Credit may be awarded toward completion of an Associate of Applied Science degree or a Certificate of Completion for learning achieved through experiences outside typical educational settings when it is consistent with the educational objectives of the student, the requirements of the curriculum, and the policy on granting credit for experiential learning.

1. Virtually all credit granted for experience must be validated through a departmental examination. To inquire if an appropriate departmental examination is available, students seeking credit for experience should contact the appropriate division dean. Appropriate documentation of skills and/or knowledge must accompany the petition to take the departmental examination. In exceptional cases, as determined by the division dean, where credit is awarded without validation through a departmental examination, the request for credit must be supported by official and verifiable documentation. Credit may be awarded for military training based on American Council on Education (ACE) recommendations, as recorded on military transcripts. ACE-recommended credit must be equivalent to existing KC courses.
2. A minimum of 15 semester hours in residence must be completed before credit is posted and a degree is awarded. For certificates, credit may be posted when at least three semester hours have been earned in residence; however, in all cases, a minimum of 25% of the credits in the award must be earned through KC course instruction.
3. A maximum of 24 semester credit hours may be awarded toward the Associate of Applied Science degree while a maximum of 15 credit hours may be applied toward a Certificate of Completion.
4. The symbol "CR" (credit), rather than a grade, will be posted to a transcript. A grade equivalent of "C" or higher must be earned on an examination in order for "CR" to be awarded. Unsuccessful attempts are not recorded on transcripts.
5. Fees for taking departmental exams and for posting credits to KC transcripts are listed in the KC Catalog.

KC awards credit for appropriate documented experience in the following instances:

1. Military training and experience, including basic training
2. Selected work experience in business and industry
3. Professional certificates, licenses, and credentials
4. Learning achieved through proprietary schools, apprenticeships, or other intra-company training
5. Learning achieved through noncredit workshops, seminars, and conferences

Credit awarded for professional certificates, licenses, and other credentials or through successful completion of a departmental exam will be approved by the applicable program leader, instructional dean, and vice president of instruction before credit is posted on students' transcripts by the registrar's office.

Credit awarded for successful completion of AP, CLEP, and IB examinations is posted by the registrar's office without additional approval.