

**COLLEGE CREDIT**

**BY**

**NONTRADITIONAL MEANS**



**Published by School and College Relations/Recruitment**

**Fall 1980**

**Revised 1991**

**Revised 1994**

**Revised 1996**

**Revised 1999**

**Revised 2003**

**Updated 2006**

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## STATEMENT OF PURPOSE

### Award of College Credit by Nontraditional Means

Community Colleges of Spokane is concerned about the educational needs of all people within its six-county district ... not only those who attend the formal educational institutions, but also those who are striving to advance educationally outside of the formal school environment.

Professional educators generally believe that the preferred way to acquire an education is through completion of formal schooling. However, they are also aware that this is not the only way education is obtained. People may, by their own efforts, raise their educational level beyond that of their last formal schooling. For educational goals to materialize, people often need to have their educational competence evaluated and recognized by a college.

In accordance with its desire to give tangible recognition to students who have acquired knowledge or skills equivalent to certain college offerings, Community Colleges of Spokane recognizes several methods by which students may receive college credit outside the traditional program of class attendance.

These methods for evaluating nontraditional learning for college credit include credit by articulation, departmental challenge examinations, military education and experiences, prior experience and the Advanced Placement Program of the College Entrance Examination Board.

Community Colleges of Spokane has established and implemented these methods of awarding college credit by nontraditional means.

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1980  
Revised 1991  
Revised 1994  
Revised 1996  
Revised 1999  
Revised 2003  
Updated 2006

## GENERAL GUIDELINES FOR AWARDING NONTRADITIONAL CREDIT

Nontraditional credit may be awarded in the following areas:

- ◆ Certified Professional Secretary (CPS)
- ◆ Credit by Articulation
- ◆ Departmental challenge examinations
- ◆ High School Advanced Placement Program
- ◆ Military credit and experience
- ◆ Prior learning/life experience (*see item 7 below*)

To obtain nontraditional credit, the following procedures will be followed:

1. The student must initiate a request for nontraditional college credit at Spokane Community College (SCC) (533-7026), Spokane Falls Community College (SFCC) (533-3506) or the Institute for Extended Learning (IEL) (279-6001). A student wishing to pursue nontraditional credit must first be interviewed and approved through the Counseling Center, the appropriate instructional department or admissions.
2. Students who have made application to attend SCC or SFCC shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of enrollment at Community Colleges of Spokane (CCS) with at least 10 quarter credits earned. (Exception: Police Academy or Fire Officer or TechPrep students who may have credits transcribed for professional/technical courses while still in high school with a valid articulation agreement.)
3. Credit awards will be made in terms of decimal grades, or pass/fail notations.
4. A course may not be challenged if the student is currently enrolled in, has previously earned credit in or has previously audited the course. A student may challenge a course that he/she has previously enrolled in and received a grade only with the permission of the appropriate dean and department chair and/or designated department faculty member in the discipline for which credit is sought.
5. Nontraditional transcript entries will contain regular course entries, as established in the current class schedule and/or college catalog or will be recorded by broad subject areas, e.g., humanities, electronics. The entries will be posted to the academic transcript by the Registrar's Office of the respective colleges.
6. The maximum amount of credit awards for nontraditional credit shall not exceed a total of 60 quarter credits between SCC, SFCC and the IEL.
7. Nontraditional credit awards:
  - May be used to meet any appropriate graduation requirement.
  - Does not count toward the residency requirement of 30 quarter credits.
  - Will not satisfy credit hour requirements in the veterans benefit program or any other financial assistance program.
  - Nontraditional credits for prior learning/life experience may be granted following completion of a portfolio class and evaluation of the learning/life experience portfolio. (Additional costs for portfolio evaluation may be assessed.)
  - Must be approved by the appropriate department chair or designated department faculty member in the discipline for which credit is sought.
8. If transferring nontraditional credits to another institution, the student should always check with the receiving institution for their policies regarding nontraditional credit.

**STEPS FOR COMPLETING  
APPLICATION FOR NONTRADITIONAL CREDIT FORM**

1. After interview and approval for nontraditional credit, complete the Application for Nontraditional Credit Form (Form #4062—see page 4). Pay a nonrefundable \$10.00 nontraditional credit application fee for Certified Professional Secretary, Credit by Articulation, Departmental Challenge Examinations and Prior Learning/Life Experience Evaluation at the cashiers' office (Section A of form). Cashier retains green copy (A). No fee is required for High School Advanced Placement Program credit or Military Credit and Experience Evaluation.
2. When evaluation is complete, credit and grade awards are recorded on Application for Nontraditional Credit form. Instructor/Evaluator retains the yellow copy.
3. The Application for Nontraditional Credit form is returned to the Registrar's office for determination of the quantity of nonrefundable nontraditional credits charged at a per credit fee of:

◆ Certified Professional Secretary	\$ 5.00/credit
◆ Credit by Articulation	\$ 5.00/credit
◆ Departmental Challenge Examinations	\$ 5.00/credit
◆ Prior Learning/Life Experience	\$ 5.00/credit
◆ Military Credit and Experience	No fee
◆ High School Advanced Placement Program	No fee
4. Nontraditional credit fees are subject to change.
5. Nontraditional credit fees are payable at the cashier's office. Cashier retains green copy (B).
6. When nontraditional credit fees have been paid, return the Application for Nontraditional Credit form to the Registrar's-Transcript/Records office. Student retains pink copy. Original white copy is retained by the Transcript/Records office for posting of the grade and credit awards.
7. Student will receive an unofficial transcript copy, by mail, verifying grade and credit awards posted.

# Community Colleges of Spokane

# APPLICATION FOR NONTRADITIONAL CREDIT

Name \_\_\_\_\_  
PLEASE PRINT Last First Middle Student Identification Number Date

Local Address \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Quarter	Course No.	Course Title	Cr. Hrs.	Grade

**A:** Nontraditional credit application fee \$ \_\_\_\_\_  
**B:** Nontraditional credit fee \$ \_\_\_\_\_  
**TOTAL** \$ \_\_\_\_\_

Comment \_\_\_\_\_

### Type of evaluation:

- \_\_\_\_\_ Certified professional secretary
- \_\_\_\_\_ Credit by articulation
- \_\_\_\_\_ Departmental challenge examinations
- \_\_\_\_\_ High school AP program
- \_\_\_\_\_ Military credit & experience
- \_\_\_\_\_ Prior experience evaluation
- \_\_\_\_\_ Other

<p><b>A:</b> I petition for the above evaluation.</p> <p>_____  Student's signature Date</p> <p>_____  Counselor's signature Date</p> <p>_____  Evaluator's signature Date</p>	<p><b>B:</b> I certify that each grade is correct based on the official evaluation.</p> <p>_____  Evaluator's signature Date</p> <p>I petition for the above grade(s) and credit(s) to be granted.</p> <p>_____  Student's signature Date</p>
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**CERTIFIED PROFESSIONAL SECRETARY  
AND  
CERTIFIED ADMINISTRATIVE PROFESSIONAL**

**Credit by Nontraditional Means: SCC, SFCC**

Administrative Professionals today are rewarded for their efforts to develop a broad knowledge of their own field and the business world by being awarded the title Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP). These titles are earned by those who meet the qualifications established by the Institute for Certification, a department of the International Association of Administrative Professionals.

Students who complete a two-year post secondary administrative assistant program in an accredited college such as SCC or SFCC may take the examination before they fulfill work experience requirements, which are outlined as follows:

- ◆ A person who completes a two-year program in an accredited school and passes the CPS and/or CAP examinations must complete three years of verified administrative professional experience.
- ◆ A person who completes a bachelor's or advanced degree program and passes the CPS and/or CAP examinations must complete two years of verified administrative professional experience.

Successful completion of the work experience requirements and the examination will permit the candidate to receive the CPS and/or CAP certifications.

A student who has successfully completed 15 to 30 quarter hours of credit at SCC and/or SFCC may be granted further credit of up to 60 quarter hours upon completing the requirements of the CPS/CAP international examination. Upon completion of 15 credits, at SCC and/or SFCC, 30 credits may be granted. Upon completion of the 30 credits at SCC and/or SFCC, 60 credits may apply toward the requirements of an associate in applied science or associate of arts degree at either SCC or SFCC. The designation as a Certified Professional Secretary or Certified Administrative Professional may permit specific credit to be given up to 60 credits.

The request for granting these credits by nontraditional means begins at the counseling center at SCC or SFCC. (See the *Community Colleges of Spokane Catalog* for details of credit available.) The student applying for CPS or CAP nontraditional credit must pay the nonrefundable \$10.00 application fee. CPS or CAP credit fees are charged at the rate of \$5.00 per credit.

## CREDIT BY ARTICULATION

**High School/TechPrep** - Any student who has completed an articulated high school course where there is a valid articulation agreement with Community Colleges of Spokane (CCS) may receive college credit for professional/technical courses taken at the high school. Students wishing to apply for credit by articulation while still in high school must follow the direct transcription guidelines obtained from their high school professional/technical teacher. Credit must be posted within two years following completion of the high school articulated course or transcribed while still in high school. Articulation web site: <http://www.ccs.spokane.edu/Students/Articulation/default.aspx>

**Agency** - Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation for credit; for example, recognized nursing and fire service training, law enforcement/corrections or fire science academies, certifications, licensing, etc. Official documentation of training or licensing is required. The training documentation will be evaluated by instructional faculty in the appropriate department.

The following procedures will be used for credit by articulation:

1. Following admission to the college, students wishing to apply for credit by articulation must first be interviewed and approved through the counseling center (SCC, 533-7026; SFCC, 533-3506). At the interview students should have justification for their request, a high school or college transcript, and/or other information pertinent to the request for credit. The interviewer will refer the student to the instructional department chair or appropriate faculty, whose approval is also necessary.
2. All students who have made application to attend CCS shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of enrollment at CCS with at least 10 quarter credits earned. (*Exception: Police Academy, Fire Officer and TechPrep-Direct Transcription.*)
3. The student must pay the nonrefundable \$10.00 nontraditional credit application fee. For TechPrep-Direct Transcription credit, the application fee is \$15.00.
4. The application will be returned to the Registrar's Office of the respective colleges.
5. Credit awards will be made using decimal grades or pass/fail notations.
6. Fees are charged for credit by articulation at the rate of \$5.00 per credit. Payment of fees certify that the grade and credit awards have been accepted as recorded on the Application for Nontraditional Credit form. Grade and credit awards will be posted to the student's academic transcript.

**DEPARTMENTAL CHALLENGE EXAMINATIONS  
OR  
PRIOR LEARNING/LIFE EXPERIENCE EVALUATION\***

The following procedures will be used for students who wish to challenge a course offered in the curriculum. Students who have completed a portfolio class are eligible for prior learning/life experience evaluation. The decision as to whether a specific course can be challenged or not is left to the discretion of the instructional department offering the course.

1. Students wishing to apply for a course challenge or prior experience evaluation must first be interviewed and approved through the instructional department. At the interview students should have justification for their request, a high school or college transcript, and/or other information pertinent to the request for credit. (Note: Some instructional faculty/departments may not allow course challenges.)
2. Nontraditional credits for prior learning/life experience may be granted following completion of a portfolio class and evaluation of the learning/life experience portfolio. (Additional costs for portfolio evaluation may be assessed.)
3. Students who have made application to attend Community Colleges of Spokane (CCS) shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of enrollment at CCS with at least 10 quarter credits earned.
4. A course may not be challenged if the student is currently enrolled in, has previously earned credit in or has previously audited the course. A student may challenge a course that he/she has previously enrolled in and received a grade only with the permission of the appropriate dean and department chair and/or designated department faculty member in the discipline for which credit is sought. (For transfer courses, please check with the receiving institution for policies concerning challenge credits.)
5. The instructional department chair or appropriate instructor will arrange for the challenge examination.
6. The student must pay the nonrefundable \$10.00 nontraditional credit application fee before taking an examination or having prior experience evaluated.
7. The application will be returned to the Registrar's Office of the respective college.
8. The minimum score of 2.0 or "Pass" notation is required for grade and credit awards to be recorded on the student's transcript is 2.0 or a "Pass" notation. A student may not challenge a course a second time unless approved by the instructional department.
9. Fees are charged for instructional departmental challenge examination credit at the rate of \$5.00 per credit. Fees charged for prior experience evaluation credit are at the rate of \$5.00 per credit. Payment of fees certify that the grade and credit awards have been accepted as recorded on the Application for Nontraditional Credit form. Grade and credit awards will be posted to the student's academic transcript.

\*See page 3, item 7.

## HIGH SCHOOL ADVANCED PLACEMENT PROGRAM

Students who do college-level study in high school can receive appropriate credit or placement or both on the basis of performance in the Advanced Placement Program (AP). The AP Program is sponsored by the College Board.

1. Students wishing to apply for High School Advanced Placement credit must first be interviewed and approved through the Counseling Center (SCC, 533-7026; SFCC, 533-3506). At the interview students must submit an official AP College Grade Report and/or other information pertinent to the request for credit.
2. All students who have made application to attend Community Colleges of Spokane (CCS) shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of enrollment at CCS with at least 10 quarter credits earned.
3. Placement or credit will be granted students who present test scores of three (3) or higher. Credit earned through AP will be recorded on an academic transcript with a "P" grade. AP credit awards will not be granted for courses currently enrolled in or successfully completed or earned credit in.
4. Placement or credit granted at CCS for individual subject examinations offered through Advanced Placement are listed on page 9.

**Advanced Placement Policy<sup>1</sup>  
for Community Colleges of Spokane**

<b>Subject</b>	<b>AP Score</b>	<b>Advanced Placement Action</b>
Art		
Studio Art Drawing	5	Art 101 (4 credits)
Studio Art 2D Design	5	Art 105 (5 credits)
Studio Art 3D Design	5	Art 106 (4 credits)
Art History	4,5	Art 107 (5 credits)
Biology	3, 4, 5	Biology 101 (5 credits granted after completion of another life science laboratory course with a grade of 3.0 or better)
Chemistry	3 4 5	Chemistry 141 (5 credits) Chemistry 141, 142 (10 credits granted after completion of Chemistry 143 with a 3.0 or better) Chemistry 141, 142, 143 (15 credits)
Computer Science A	3, 4, 5	Computer Science 201 (5 credits granted after completion of Computer Science 203 with a 3.0 or better)
Economics		
Macroeconomics	4, 5	Economics 201 (5 credits)
Microeconomics	4, 5	Economics 202 (5 credits)
English	3, 4	English 101 (5 credits)
Language/Comp	5	English 101, 201 (10 credits)
English Lit/Comp	3, 4, 5	English 101, 131 (10 credits)
French	3 4, 5	French 101, 102, 103 (15 credits) French 201, 202, 203 (15 credits)
German	3 4, 5	German 101, 102, 103 (15 credits) German 201, 202, 203 (15 credits)
Government & Politics	3, 4, 5	Political Science 111 (5 credits)
History-European	3 4 5	History 101 (5 credits) History 101, 102 (10 credits) History 101, 102, 103 (15 credits)
History-U. S.	3 4, 5	History 121 (5 credits) History 121, 122 (10 credits)
Mathematics—AB	3, 4	Mathematics 124 (5 credits granted after completion of Mathematics 125 with a grade of 2.0 or better)
Calculus AB	5	Mathematics 124, 125 (10 credits)
Calculus BC	3	Mathematics 124 (5 credits granted after completion of Mathematics 125 with a grade of 2.0 or better)
Calculus BC	4, 5	Mathematics 124, 125 (10 credits)
Music		
Music Theory	4 5	Music 101, 102, 103 (15 credits) Music 101, 102, 103, 201, 202 (25 credits)
Physics—B or C	3 4 5	Physics 101 (5 credits) Physics 101, 102 (10 credits) Physics 101, 102, 103 (15 credits)
Psychology	4, 5	Psychology 101 (5 credits)
Spanish	3 4, 5	Spanish 101, 102, 103 (15 credits) Spanish 201, 202, 203 (15 credits)
Statistics	3, 4, 5	Mathematics 221 (5 credits)

<sup>1</sup>Other subject area scores may be considered with instructional department approval.

## EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Since before World War II, the American Council of Education, in cooperation with other national educational organizations, has been interested in the development and evaluation of off-duty educational programs as well as the evaluation of the formal service training courses. In response to a need expressed by civilian educational institutions throughout the country, the council, in 1945, established its Commission on Accreditation of Service Experiences as an agency to assist institutions by providing continuing evaluations of military educational programs in terms of academic credit.

For Community Colleges of Spokane to establish a means of management, evaluation, and award of credit for educational experiences in the Armed Services, the following procedures will be adhered to:

1. The student will request the vice president of student services or his/her designee to evaluate the student's experiences in the Armed Services.
2. All students who have made application to attend Community Colleges of Spokane shall be eligible for credit evaluation. Credit awards will not be granted until the student has completed one full quarter of attendance at Community Colleges of Spokane with at least 10 quarter credits earned. (Students do not need to be enrolled during the quarter the credits are awarded.)
3. The following list will be considered educational experiences in the Armed Services:
  - ◆ Credit for military service including basic training
  - ◆ Defense Activity Nontraditional Educational Services (DANTES) and College Level Examination Program (CLEP) courses and/or subject exams, ACT Proficiency Examination Program (ACT PEP) and the Regents College Examination Program (RCEP).
  - ◆ Training and service school training with the following departments:

Air Force	Department of Defense	National Guard
Army	Marine Corps	Reserves
Coast Guard	Navy	

4. The appropriate edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services* (ACE Guide), published by the American Council on Education, and/or the Community College of the Air Force (CCAF) transcript and catalog, and/or Army/ACE Registry Transcript System (AARTS), Sailor/Marine American Council on Education Registry Transcript (SMART) shall be accepted by Community Colleges of Spokane as the basis on which we evaluate and award college-level credit for military training.

5. The student will verify his or her educational experiences by official records, which must provide:
  - ◆ Full and correct title of course completed
  - ◆ Course numbers
6. Military experiences that cannot be equated to the current college catalog but evaluated as college credit shall be recorded as military credit without grade points awarded and counted towards degree and certificate programs as elective credit as indicated in the guide.
7. The college official evaluating the service training shall be responsible for documenting the awarding of credit by submitting an **Application for Nontraditional Credit** form with attached copies of documents verifying training. Copies of originals, dated and initialed by the college official, will be sent to the Registrar's Office to be filed in the student's permanent folder. A copy will be sent to the student.
8. Credit recommendations will not be provided by correspondence to individual veterans or service personnel on active duty, unless he/she has made application with the Community Colleges of Spokane.
9. There will be no fees for the evaluation of educational experiences in the Armed Services.

## EVALUATION GUIDELINE FOR ARMED SERVICES

<u>Mode</u>	<u>Maximum Credits Allowed*</u>
DANTES, CLEP, RCEP and ACT PEP courses <sup>1</sup>	30
Exemptions/credit (health and physical ed., etc.) for military service	5
ACE guide and Community College of the Air Force <sup>2</sup>	30
NOTE: Total credits allowed through any combination of the above nontraditional modes	60

<sup>1</sup> Community Colleges of Spokane (CCS) do not administer CLEP tests. However, students who complete acceptable CLEP scores while eligible for a Servicemember's Opportunity College (SOC) Program will be evaluated and awarded credit under a special contract. All CLEP credits evaluated by CCS will be considered restricted with limited four year university transferability and departmental discretion when being applied toward any A.A.S. degree. Official DANTES test scores or transcripts reporting DANTES and/or CLEP scores must be submitted to verify scores and military status at the time of the test. Scores not reported on DANTES forms will **not** be accepted unless documentation is provided, which verifies military status at the time of the test.

Pass/Fail grades will be used for DANTES, CLEP Exams, ACT PEP and RCEP.

<sup>2</sup> Cases in which more than 30 credits of military training would be applicable toward specific requirements of a vocational program, additional credit may be allowed after departmental review and approval.

### **\*ASSOCIATE OF ARTS (A.A.) DEGREE**

Guidelines from the Intercollege Relations Commission (ICRC) for the State of Washington for the Associate of Arts (A.A.) degree limit the use of credits granted for vocational training, military training (including test), life and work experience, etc., to 15 credits—all to be counted as electives for the A.A. degree, with the exception of up to 5 credits of the 15 which may be used to meet section VI. HEALTH-RELATED/PE/RECREATIONAL/LEISURE ACTIVITIES, group A and group B. The A.A. degree for Spokane Community College (SCC) and Spokane Falls Community College (SFCC) will comply with these state guidelines for all military-related credits posted to a SCC or SFCC transcript. A.A. degrees with more than 15 “restricted” credits within the 90 credits required may have the degree refused by four-year institutions in Washington.

## SERVICEMEMBER'S OPPORTUNITY COLLEGE

Spokane Community College (SCC) and Spokane Falls Community College (SFCC) are both Servicemember's Opportunity Colleges (SOCs). Each college, through its actions, assumes its responsibilities of meeting the needs of an individual and immediate family members (wife, husband, children in domicile) serving in the Armed Forces in their quest for an educational experience. In order to meet this need, Community Colleges of Spokane has:

- ◆ Admission policies that relate to the life conditions of the servicemember and eligible family members.
- ◆ Adjusted residency requirements for the servicemember and eligible family members which hinder educational progress.
- ◆ Provided special services to meet the special needs of servicemember and eligible family members.

Since mobility makes it unlikely that a servicemember can complete all degree program requirements at one institution, a SOC institution designs its transfer practices for servicemembers to minimize loss of credit and avoid duplication of coursework, while simultaneously maintaining the integrity of its programs. Consistent with requirements of a servicemember's degree program, a SOC institution follows the general principles of good practice outlined in the *Joint Statement on the Transfer and Award of Credit*. Each institution may be required to submit documentary evidence that it generally accepts credits in transfer from other accredited institutions, and that its credits in turn are generally accepted by other accredited institutions.

Contact the IEL-Fairchild Center at 533-8937, SCC at 533-7026, SFCC at 533-3525, or Veterans Affairs Office (SCC, 533-7027; SFCC, 533-3504) at either college for details regarding the services available while attending a Servicemember's Opportunity College. (General guidelines are listed in the SOC Guide Handbook.)