

# Asheville-Buncombe Technical Community College

# (A-B Tech) Procedure

## Procedure 802: Awarding of Curriculum Credit

Regardless of the amount of credit transferred into the institution, a minimum of 25% of the credits required to graduate must be earned through instruction offered by A-B Tech.

## Credit for College Courses taken at other Accredited Institutions

1. The Office of Records & Registration is responsible for evaluating transcripts and posting credit to the student’s record.
2. An application to the College must be received before any transfer credit can be evaluated and awarded.
3. Transcripts should be received before academic advising occurs in order to ensure that transferred course work is not duplicated.
4. The Office of Records & Registration must seek assistance from faculty experts in any discipline with which the evaluator is unfamiliar when evaluating courses.
5. Decisions about transfer equivalence and the amount of credit to be awarded are at the discretion of the College. The College will commonly award credit consistent with the amount originally awarded by the accredited institution at which the course was taken.
6. International transcripts must be translated to English and the transcript must be notarized as a true and accurate copy before credit can be awarded.
7. Transfer credit will be reflected as a grade of TR on the student’s A-B Tech transcript.
8. If a student takes an A-B Tech course for which transfer credit is also awarded, the grade earned in the A-B Tech course will be calculated into the student’s cumulative GPA.
9. A course that must be repeated may be taken at another accredited institution and transferred to A-B Tech, provided that the transfer credit meets A-B Tech’s Awarding of Curriculum Credit policy in relation to institutional accreditation.
10. No credit will be awarded for developmental work; completion of a developmental course from the Combined Course Library (CCL) of the North Carolina Community College System with a passing grade will allow the student to enroll in the next higher course without placement testing.
11. Computer technology -related courses accepted for transfer can be no older than five years. In addition, courses with the following prefixes: DEN, EMS, MLT, NUR, RAD, SAB, SON, SUR, VET, MED, PBT, CAT, and MRI will be evaluated by the department, may require a skills assessment and a decision concerning the awarding of credit will be made by the academic department chairperson and/or dean, whose decision is final.
12. College-level courses awarded the grade of “Pass” at another institution will not be transferred to A-B Tech.
13. Transfer course work must be evaluated in the context of the current catalog at the time of evaluation.

## Credit for Career and Technical Courses Taken at Other Non-Regionally Accredited Institutions

1. A-B Tech will consider transfer credit from non-regionally accredited institutions of higher education for only career and technical courses from institutions accredited by an organization recognized by the Council for Higher Education Accreditation.
2. In these cases, transfer credit will be evaluated for compatibility on a course-by-course basis by the program’s department chair and/or dean.
3. A-B Tech reserves the right to accept or deny any coursework submitted for transfer credit consideration.

## Credit from National Testing Programs

1. While A-B Tech will accept CLEP credit with a score of 50 or higher, students intending to transfer to a university under the Comprehensive Articulation Agreement (CAA) should be aware that CLEP credit will not be used under the CAA.
2. AP scores of 3, 4, or 5 will be used to grant college equivalent credit as defined by the College Board AP Course Equivalent Guidelines. In all cases, the course for which the AP credit is awarded will comply with the standards published in the CAA between the North Carolina Community College System (NCCCS) and the Universities of North Carolina (UNC).
3. DANTES courses, and other courses taken from appropriate military training programs and activities, may be accepted for college-level equivalencies.

## Credit by Examination

1. Students who can provide tangible evidence of preparation to challenge a course, such as a transcript of similar college-level credits, record of military study, certification or license, standardized test scores or written statements from employers regarding training or directly related work experience indicating that they may be proficient in a subject, may request credit by examination. A written request must be made to the appropriate department chairperson on a form obtained from the Office Records & Registration. This test must be administered immediately after the 10 percentage point of the class in the semester (www.abtech.edu/content/calendar).
2. Examinations are comprehensive and must be approved by the supervisor of the instructor administering the examination. The examination may be oral, performance-based, written or a combination of these methods. To receive credit by examination, the score must be above average (an “A” or “B”). The grade of “A” or “B” will be posted on the A-B Tech transcript of the student who successfully completes the examination. The decision of the examining instructor is final.
3. No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course. Exceptions must have the approval of the Vice President for Instruction.
4. The academic department chairperson will determine whether a course is appropriate for Credit by Examination.
5. Students who request Credit by Examination must:
6. Enroll as a credit student in the course to be challenged and pay tuition. There is no extra charge for full-time students who are taking at least 16 credit hours.
7. Present evidence of proficiency, complete the written request form and have the request approved prior to the 10 percentage point of the class in the semester.
8. Remain enrolled and attend the class until the examination is administered. During this period, students who have written approval for the examination may attend the class without purchasing books and materials. If books are purchased and returned for a refund, they must be in new condition.
9. Students who are very confident of passing the examination may request a course overload.
10. Students who perform on the examination at a level to earn credit and a grade of “A” or “B” may leave the course. Receiving credit does not entitle the student to a tuition refund.
11. Students who do not earn credit by examination must remain in the class and complete all course requirements to earn credit at the end of the semester. Such students will be awarded whatever grade they earn at the completion of the course.
12. Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking credit by examination. Assistance may be reduced and reimbursement will be required if the course load is reduced for receiving credit by examination.
13. Students may not receive transfer credit for course work taken by proficiency testing at any other institution.

Any exceptions to these procedures must have written approval by the appropriate department chairperson, division dean and the Vice President for Instructional Services.

## Credit by License or Certification

The College awards curriculum credit for current licenses and certificates which recognize competencies taught in specific academic programs. Approved programs in which such credit is awarded are as follows:

1. In the Cosmetology program, 32 semester hours of credit are awarded toward the associate in applied science degree for COS 111, COS 112, COS 113, COS 114, COS 115, and COS 116 to individuals who hold a North Carolina Cosmetologist license issued by the North Carolina State Board of Cosmetic Arts Examiners.
2. In the Criminal Justice applied science degree program, 16 credits are awarded for successful completion of the 19 credit Basic Law Enforcement Training certificate. Credit is awarded for CJC 121, CJC 131, CJC 132, CJC 221, and CJC 231.
3. In the Emergency Medical Science applied science degree program, 41 credits are awarded to students who are currently certified non-degree paramedics. Credit is awarded for EMS 110, EMS 120, EMS 121, EMS 130, EMS 131, EMS 210, EMS 220, EMS 221, EMS 231, EMS 250, EMS 260, EMS 240, EMS 241, and EMS 270.
4. In the Medical Laboratory Technology program, 2 credits are awarded to students who have completed the 12 credit Phlebotomy certificate or who are certified by either of two national professional organizations. Credit is awarded for MLT 252.
5. For Culinary and Hospitality Management, two (2) credits are awarded to students who have ServSafe certification. Credit is awarded for CUL 110.

The Academic Affairs Committee and the Vice President for Instruction must approve all cases of credit being awarded for a current license or certificate. The Vice President for Instruction must approve any exceptions to this practice.

## High School Articulation

College credit may be awarded for high school courses if conditions of the North Carolina High School to Community College Articulation Agreement or any local agreements between A-B Tech and their LEAs are met. Students must go to the Office Records & Registration to determine whether credit is to be awarded.

## Continuing Education

Continuing education credits that lead to a credential or certification may be considered for course equivalency. Department chairperson approval is required and the student must be enrolled in the program for which s/he is seeking the credit. Typically, not more than four credits per course may be awarded for Continuing Education work. The amount of credit awarded will be consistent with the amount of credit given for curriculum courses being waived.

## Definitions:

Advanced Placement Program (AP): A program sponsored by the College Entrance Examination Board (CEEB), which enables high school students who demonstrate college level achievement through examination to earn college credit for entry-level collegiate courses.

College Board AP Credit Policy Info, Advanced Placement Program: A guide that defines college and university with AP credit policy information at AP Credit Policy Search.

College Level Examination Program (CLEP): Allows high school students to earn college credit for knowledge acquired outside the conventional classroom.

Combined Course Library: A listed of more than 4,000 courses approved for instruction at community colleges of the North Carolina Community College System.

Comprehensive Articulation Agreement (CAA): A document governing the transfer of Associate in Arts, Associate in Science, and Associate in Fine Arts coursework between NCCCS constituent institutions and the institutions of the University of North Carolina.

Credit by Examination: A method for students to document that they have gained college-level learning in specific subject areas.

DANTES Standardized Subject Tests (DSST): DANTES, Defense Activity for Nontraditional Education Support, helps service members to obtain credit for knowledge and skills acquired through nontraditional educational experiences.

Developmental Course: Any course in which the material is commonly taught at the high school level.

LEA: Local Education Agency.

Pursuant to Board policy, Chapter 800, Section 820 this procedure must be followed when accepting incoming curriculum credit.

Owner: Vice President of Student Services

Updated: November 9, 2016