

**Williamsburg Technical College
PROCEDURE**

SECTION D – EDUCATIONAL AFFAIRS

Title ADVANCED STANDING	Number D-2.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 6
Approval Vice President _____ President _____	Supersedes Procedure No. D-2.1 Date 2/3/14

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. PURPOSE

To establish procedures for the recognition of prior course work and/or life or work experience for credit.

II. CREDIT BY EXAMINATION

Credit may be granted if a student can present evidence of the completion of a course or its equivalent (work or life experience) for which credit is requested but for which the student cannot receive credit by transfer. The evidence must include, but is not limited to, the result of an appropriate examination, written report, or demonstration. Credit by examination must be approved by the Vice President for Academic and Student Affairs and is dependent on the availability of acceptable documentation.

- A. A student will not be allowed to seek credit by examination for a course that has been previously attempted unsuccessfully, failed through credit by examination attempt, or audited.
- B. Credit by examination may be earned through two methods:
 - 1. Advanced Placement tests or standardized tests.
 - a. Students who exempt courses through advanced placement or standardized tests receive the credit for the course noted with the “E” grade. (See Procedure D-14.1 Grading System)

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- (1) Credit for College Level Examination Program (CLEP) subjects will be accepted. A score of 50th percentile or higher is required.
- (2) USAFI, AARTS, ACC/PONSI – Credits for USAFI, AARTS or PONSI course work will be accepted, if a grade of “C” or better has been earned. Only courses for which an equivalent is recommended by the American Council on Education will be considered.
- (3) Advanced Placement (AP) Tests – Credit will be awarded for scores of 3 or higher on tests for which the College offers an equivalent course.

The SC Commission on Higher Education (CHE) has published the following policies regarding the award of credit for AP tests:

- a. Institutions may not award more than 6–8 credits in any one discipline. (History is defined as two disciplines: American, non-American.)
- b. For a score of 3 or 4 on either English AP exam, credit is given for ENG-101.
- c. For a score of 3 or 4 on both English AP exams, credit is given for ENG-101 and ENG-102.
- d. For a score of 5 on either or both English AP exams, credit is given for ENG-101 and ENG-102.

III. CREDIT BY EXAMINATION (LOCAL)

Students at Williamsburg Technical College have the opportunity in some classes to earn credit by examination. The student should talk first with the instructor and then complete a Credit by Examination Request Form (available in the Academic Affairs office) if appropriate. To request credit by examination, the student must have registered for the course to be attempted and satisfied all Business Office requirements of tuition payment.

- A. The Credit by Examination Request Form must be completed and processed before the end of the drop/add period.

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- B. The Credit by Examination Request Form must be endorsed by the instructor, the Business Office, and approved by the Vice President for Academic and Students Affairs.
- C. The request must present information that provides evidence that the applicant has previous experience, training, and/or course work to indicate probable success on a comprehensive examination on the subject matter of the course. Additional documentation may be required by the instructor.
- D. Requests for credit by examination will not be approved for any course in which the student has previously attempted unsuccessfully or audited.
- E. The student will attend class until notified of the results of the examination by the instructor.
- F. The instructor must administer the exam and inform the student of the results no later than the end of the drop/add period of the semester for which the application is approved.
- G. The instructor will score the exam and record the letter grade on the form. Students who receive a passing score of "C" or higher on the examination will receive that grade for the course (See Procedure D-14.1 Grading System).
- H. The instructor administering the exam will complete the form showing student identifiers, course identifiers, and date of the exam, with a copy of the exam attached. This process will be followed whether the student does or does not successfully complete the exam. The completed form will then be submitted to the Vice President for Academic and Student Affairs who will approve and submit to the Registrar (AVP of Student Affairs).
- I. Students who are eligible for financial aid and/or veterans benefits should investigate the effect of earning credit by examination on their benefits by visiting the Financial Aid Office prior to their request.

IV. LIMITATIONS ON CREDITS AWARDED

- A. Students should be aware that acceptance of these credits by Williamsburg Technical College does not guarantee acceptance from a subsequent institution.

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- B. No more than 75% of the course work required by the College for graduation in a particular academic program will be accepted as transfer credit, exemption, or advanced placement credit.
- C. The grade of “E” is not calculated in the student Grade Point Average (GPA); credits will be counted toward graduation requirements.
- D. The documentation of test results and exemptions will be placed in the student’s file, either on the Credit by Examination Request Form or the Performance Standards Profile form (available from sources cited below in Section V, paragraph A-2).

V. ADVANCED PLACEMENT/CAREER AND TECHNOLOGY EDUCATION (CATE)

The College has an advanced placement articulation agreement with the Williamsburg County School District for various industrial or vocational courses to assist high school graduates in the advanced placement process for non-transfer courses.

- A. Vocational Schools/Programs – Vocational program graduates for whom all articulation paperwork has been completed and recommendations for credit made may exempt course work approved through the advanced placement articulation agreement.
 - 1. The grade of “E” will be noted for course work exempted by articulation.
 - 2. Course work acceptable for credit will be reflected on the Performance Standards Profile Form. Performance Standards Profile Forms are available from any of the Williamsburg County School District High Schools and are also available by contacting the Student Affairs or Academic Affairs offices at Williamsburg Technical College.
 - 3. Students receiving exemption credit must demonstrate competence of student outcomes detailed in the Performance Standards Profile Form by a Williamsburg Technical College faculty member with expertise in the field.

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VI. CREDIT FOR WORK OR PUBLIC SERVICES

- A. In order to consider awarding credit for work or public service, the student is responsible for demonstrating that the work or public service is substantive and allows the applicant to demonstrate proficiencies comparable to academic proficiencies and skill levels in the college level course for which course credit is requested.
- B. The student may be awarded a maximum of 10% of the credits required for program completion.
- C. The student who requests consideration for credit for work or public service must meet the following guidelines:
 - 1. The student must be at least 25 years of age.
 - 2. The student must not have been enrolled in a higher education institution for the previous five years.
 - 3. The student must have a minimum of five years of work or public service experience before credit is awarded.
 - 4. The student must present placement information (SAT, ACT, or Accuplacer) to indicate that no remediation is required.
- D. Requests for credit for extra-institutional learning shall be submitted, in writing, to the Admissions Office of the College. The Vice President for Academic and Student Affairs and/or appropriate faculty shall coordinate review of the credit. The American Council on Education Guides will be used whenever possible to determine credit awards. Learning to be evaluated must be in subject areas in which faculty expertise is available or in which expertise can be arranged.

VII. METHODS & MATERIALS FOR USE IN AWARDING CREDIT FOR EXTRA-INSTITUTIONAL LEARNING

A. Publications

- 1. ACE Guide to the Evaluation of Educational Experiences in the Armed Forces.
- 2. ACE National Guide to Educational Credit for Training Programs.

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3. ACE Guide to Credit by Examination.
4. New York Regents Guide to Educational Programs in Noncollegiate Organizations.

B. Tests/Documents

1. College Entrance Examination Board Advanced Placement Program (AP).
2. Department challenge exams, demonstrated projects, and/or faculty end-of-course exams.
3. Degree related lifelong learned credit awarded and transcribed by ACE on the Army/ACE Registry Transcript (AARTS) and Registry of Credit Recommendations (ROCR).
4. Subject-matter experts who may or may not be members of the faculty. Those who are not members of the faculty must be designated by faculty.
5. Individual portfolio, using Council for Adult and Experiential Learning (CAEL) guidelines.

C. Evaluations

All evaluations are conducted using policies and procedures of the ACE Commission on Educational Credit and Credentials and are the result of careful review.

D. Records

Credit transcribed on the basis of extra-institutional or lifelong learning is treated the same as credit transcribed for exemption credit, and a grade of "E" will be recorded. The Registrar shall retain documents used to verify the award of credit for extra-institutional learning.

E. Fees

Students who are awarded credit for extra-institutional learning may be charged a fee for assessment of each course. In the event of external evaluators being required, the student shall be charged the hourly rate of the evaluator times the number of hours required to complete the evaluation.