AWARDING OF NON-TRADITIONAL CREDIT

Awarding of Non-Traditional Credit

Credit for Prior Learning

Nunez Community College offers a variety of pathways by which students may receive college credit based on prior learning. The means used for assessing knowledge and skills attained through educational or work experience and for awarding credit for prior learning include, but are not limited to, the following:

- College Board AP credit• College Level Examination Program (CLEP) credit
- Advanced placement credit via ACT test scores
- Life Experience Assessment Program, (LEAP) credit for learning acquired via prior work or life experience
- Credit by examination
- Military training documented in the Joint Services Transcript or other official military records
- Non-academic instruction evaluated by the American Council on Education (ACE)
- Credit awarded for non-credit coursework (via LEAP and/or Credit by Examination)
- Industry-based certifications (IBCs)

Student Eligibility Requirements

While specific procedures have been established for each of the above-mentioned prior learning assessment instruments, the following criteria apply to all students seeking to qualify for prior-learning credit:

- A student must be both enrolled and in good standing in a degree, diploma, or certificate program beyond the official census day of enrollment in order to request prior learning credit.
- Credits may be requested only for courses that are offered by Nunez Community College.
- The prior learning credit assessment must be requested and completed by midterm of the semester in which it has been requested.
- Only three (3) prior learning credit hours may be earned after the student enrolls for any of the final 12 hours of credit applicable to a degree, diploma, or certificate.
- Prior learning credit cannot be awarded in a course that a student has previously completed or enrolled in at any college (excluding coursework completed before Academic Amnesty is declared for which the student earned a grade of "C" or higher).
- No more than one-third of credits needed in required major courses (those courses which require a minimum grade of "C") may be obtained from prior learning.
- Students must be both enrolled and in good standing at the time they apply for a Credit for Prior Learning assessment.
- Students may apply for prior-learning credit only once for any given course, and the College's ruling on an application is final.
- A non-refundable fee, charged only in those cases in which Nunez faculty must administer a credit exam or assessment, must be paid prior to the application being accepted.

- Credit earned through prior learning is assigned a grade of "P." No quality points are earned, and such credit is not calculated in the student's grade point average. Prior learning credits are identified on the student's transcript as credit granted through prior learning. When such credit is awarded, the student's transcript will indicate the method (e.g., examination, portfolio, military) by which the credit was granted.
- Students who plan to use credit from prior learning to meet the degree requirements of other institutions should check the requirements of the receiving institution, as this type of credit is often reevaluated by the receiving institution.
- Students cannot appeal the outcome of an application for credit via prior learning.
- Applying more than one type of assessment toward credit for prior learning in the same course is prohibited.

Credit for Prior Learning Limitations

Nunez Community College does not limit the amount of credits a student may earn through prior learning assessment. Regardless of the number of credit hours awarded through PLA credit, students must meet Nunez Community College residency requirements to receive a degree, diploma, or certificate. To satisfy residency requirements, students must earn 25% of the total credit hours required for a degree, diploma, or certificate through standard instruction at Nunez Community College. Prior learning assessment credit does not satisfy residency requirements. Per the graduation requirements as defined in the College's catalog:

- Students must complete at least 25% of required courses applied toward the degree, diploma, or certificate in residence at Nunez.
- Students must also earn credit for no less than 50% of their major courses in residence at Nunez. Major courses for each program are identified in the program descriptions found in the College's catalog.
- Courses applied toward the above-mentioned 25% residency requirement may include the 50% of required major courses.
- Students may earn no more than one-third of the hours comprising the major or area of concentration via prior-learning credit—with the exception of credit by exam.
- Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.

Qualifying Credits

Per the Louisiana Community and Technical College System "Credit for Prior Learning" policy (Policy# 1.023), Nunez Community College shall prepare and make public (on the College's website) the following:

1. The list of courses for which college credits may be earned

2. The number of credits that may be earned for each course

3. The minimum standards necessary to earn college credits via all available non-traditional means

Annually, when the College updates its catalog, it will also update its list of qualifying credit and post the credit matrix to the College's website. Any changes to the previous catalog's matrix will be reported to LCTCS so that those updates may be recorded on the master LCTCS Credit for Prior Learning Matrix.

The College's credit matrix must list the prefix, number, and title of each course for which credit for prior learning may be received. The matrix

must also list the acceptable assessment instrument and/or score required to receive credit for the course.

Nunez Community College must use the course number listed on the matrix unless it would be advantageous for the student to be awarded a specific course number with equal credit that satisfies a program prerequisite or other requirement.

Fees

Per LCTCS policy# 1.023, "no fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations and the review of portfolios." Nunez will assess a fee of $20.00 per credit hour only for the administration of LEAP portfolio reviews and Credit by Exam assessments. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge. Per the Louisiana Board of Regents "Prior Learning Assessment" policy (AAP 2.23), military veterans, active military personnel, and their spouses and dependents are exempt from all fees associated with awarding credit for prior learning.

Dual Enrollment Students

Dual enrollment gives high school students the option to earn high school and college credits at the same time in both academic and in career and technical education subject areas. High schools can enter into a dual enrollment agreement with Nunez Community College to expand educational opportunities for their students. The college accepts any high school student who meets the program requirements set forth by the Board of Regents and the institution. For more information, please visit http://www.nunez.edu/admissions/high-school-dual enrollment or contact the Coordinator of Instruction at 504-278-6286.

PROCEDURES

Students requesting credit for prior learning must first determine that they meet the College's eligibility requirements. They may consult with their academic advisor to determine eligibility and then follow the appropriate procedure for the method by which they will request credit for prior learning.

College Board Advanced Placement (AP) Program

Nunez Community College grants course credit (grade of P) via College Board Advanced Placement Examinations, which are taken prior to the student's high school graduation and before admission to Nunez.

The College will publish its College Board Advanced Placement score matrix to the Registrar's website so that students may know which courses qualify for AP credit via AP exam. Students who have achieved satisfactory scores on these exams can earn credit for the courses listed on the matrix. The College will grant credit to admitted students for certain courses in which the Advanced Placement (AP) exam score is a 3 or higher.

Nunez Community College has identified the following guidelines regarding receiving credit via AP exam:

> 1. Students must request consideration of AP scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student's first semester of enrollment.

> 2. A student should consult with their Academic Advisor to confirm that the course credit received via AP is applicable to their major.

> 3. The student must request that official AP score reports be sent to the Office of the Registrar for evaluation.

> 4. The student must submit "Credit for Prior Learning Application" form to the Registrar, completing option one: Request for Review of Credit by Standardized Exam."

> 5. Once the AP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via AP exam once. Such credit is contingent upon the submission of College Board Advanced Placement (AP) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

College-Level Examination Program (CLEP)

Students may receive course credit (grade of P) via College-Level Examination Program (CLEP) exams, which measure mastery of college-level, introductory course content.

The College will publish its College-Level Examination Program (CLEP) score matrix to the Registrar's website so that students may know which courses qualify for CLEP credit via CLEP exam. Students who achieve satisfactory scores on these exams can earn credit for the courses listed on the matrix.

Nunez Community College has identified the following guidelines regarding receiving credit via CLEP.

> 1. A student should consult with their Academic Advisor to confirm that the course credit received via CLEP is applicable to their major.

> 2. The student must request that official CLEP score reports be sent to the Office of the Registrar for evaluation.

> 3. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option one: "Request for Review of Credit by Standardized Exam."

> 4. Once the CLEP score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via CLEP exam once. Such credit is contingent upon the submission of College-Level Examination Program (CLEP) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

Advanced Placement by ACT

First-semester freshmen, transfer students, and dual enrollment students who submit American College Testing (ACT) scores of an acceptable level to Nunez Community College may request advance placement credit in English and mathematics courses without actually completing those courses.

English
> • A student who has an ACT English subscore of 29 or higher may receive Advanced Placement credit (grade of P) in ENGL

1010 if they successfully complete ENGL 1020 (English Composition II) with a grade of C or better.

Mathematics

• A student who has an ACT Math subscore of 19-26 will be placed in MATH 1300 (College Algebra).

• A student who has an ACT Math subscore of 27 or higher may receive advanced placement credit (grade of P) in Math 1300 (College Algebra) if they successfully complete Math 1400 (College Trigonometry) with a grade of C or better.

• A student with transfer credit in a mathematics course higher than pre-calculus algebra may be awarded bypass credit for MATH1300 (College Algebra) if approved by the Program Chair of Math and Science or their designee from the math faculty.

Nunez Community College has identified the following guidelines regarding receiving advanced placement credit via ACT exam:

1. Students must request consideration of ACT scores for equivalent credit of Nunez courses in the first semester of enrollment at the College. All necessary application documents must be submitted prior to the conclusion of the student's first semester of enrollment.

2. A student should consult with their Academic Advisor to confirm that the course credit received via ACT is applicable to their major.

3. The student must request that official ACT score reports be sent to the Office of the Registrar for evaluation.

4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option one: "Request for Review of Credit by Standardized Exam."

5. Once the ACT score report has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student may only attempt to receive credit via ACT exam once. Such credit is contingent upon the submission of American College Testing (ACT) exam scores that (a) meet the College's criteria and (b) are no more than three (3) years old.

Life Experience Assessment Program (LEAP)

In accordance with recent trends recognizing non-traditional learning experiences, Nunez Community College offers students the opportunity to gain course credit hours through the Life Experience Assessment Program (LEAP).College credit maybe awarded for knowledge gained through reading and private study but primarily through validated work experience. The central principle in the LEAP program is that what a student knows is more important than how the knowledge was gained.

Through a portfolio assessment and/or skills demonstration, Nunez Community College gives students the opportunity to prove what they know, or what they can do, that is comparable to the Student Learning Outcomes of the courses in which they have requested LEAP credit.

Specific policies and procedures have been established for the granting of college credit via the Life Experience Assessment Program:

The general policies concerning credit for prior learning are applicable.

• LEAP credit is available only if the life experience warrants three (3) or more credit hours, according to the Program Chair overseeing the assessment process.

• A student may not repeat a Life Experience Assessment for course credit if the first attempt did not result in the awarding of credit.

• Students may earn no more than 25% of the total hours applied to the degree or certificate from portfolio-based (LEAP) assessments.

• For each applicant, a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.

• The LEAP review committee should consist of the Program Chair who oversees the subject area in which the credit is being requested, at least one faculty member with expertise in the relevant discipline or who regularly teaches the course for which the student is requesting LEAP credit, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

Nunez Community College has identified the following guidelines regarding receiving credit via LEAP.

1. The student consults with the Program Chair who oversees the subject area in which the student requests LEAP credit to determine if the student's prior training, learning, and/or work experience possibly warrant credit via the Life Experience Assessment Program. The Chair will also determine the possible course(s) 6 for which LEAP credit may be attempted.

2. The student should consult with their Academic Advisor to confirm that the course credit received via LEAP is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that credit via LEAP is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit via LEAP.

4. If the Program Chair who oversees the subject area in which the student requests LEAP credit determines that the student's experience warrants a Life Experience Assessment, the Chair will form a review committee.

5. The student must submit a "Credit for Prior Learning Application" form, completing option two: "Request for LEAP Credit" to the Program Chair overseeing the review committee.

6. The Program Chair overseeing the review committee will instruct the student in writing on the components of an acceptable portfolio and will return the Credit for Prior Learning Application form to the student.

7. The student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the submission of the LEAP portfolio. Military veterans, active military personnel, and their spouses and dependents are exempt from this fee

8. The Bursar completes the payment section of the form and issues a receipt to the student.

9. The student submits the completed form to the Program Chair, who requests that the student's portfolio and/or skills demonstration be evaluated by the review committee.

10. The review committee evaluating the portfolio may request additional documentation from the student to help further substantiate the student's competency in the subject area. Upon completion of the evaluation, the committee submits its recommendation to the Program Chair.

11. If the committee's recommendation is approved by the Program Chair, the Chair completes the Credit for Prior Learning Application form and submits it to the Office of the Registrar.

12. Once the form has been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

Portfolio Assessment

The assessment committee will recommend the contents of the portfolio the student is to submit with their LEAP application. The portfolio must demonstrate that the student's prior professional experience (including military service) has allowed for the development of skills and learning comparable to the Student Learning Outcomes of the course in which the student has requested LEAP credit, and it should prove that the student has acquired those competencies deemed necessary for specific course content.

The portfolio must include a written narrative of the student's experiences, which describes the source(s) of prior learning and explains how this experience(s) has contributed to the student's professional, technical, and/or intellectual competency in the subject matter of the course for which the student is requesting LEAP credit.

Portfolios may include any of the following additional documents as requested by the review committee:

- A résumé detailing prior professional experience relevant to the student learning outcomes of which the student is attempting to prove competency
- Licensures, certifications, or awards that attest to a student's proficiency in the subject matter of the course for which the student is requesting LEAP credit
- Letters of recommendations or testimonies from current and/or former colleagues that attest to acquired competencies
- Drawings, diagrams, artwork, etc. that demonstrate relevant knowledge or technical skill
- Documentation of specialized workplace/professional training
- Documentation of high school co-op professional experience/training
- Proof of prior coursework from a vocational/technical education program (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Proof of prior non-credit coursework (including a validation of course content, contact hours, and evidence of completion and/or grades, if applicable)
- Any other documentation required by the review committee that demonstrates competency for awarding LEAP credit.

Skills Demonstration

When the course for which the student is requesting LEAP credit requires hands-on skills building and the application of certain physical skills,

the LEAP review committee may require that the student perform a demonstration of acquired skills, which is to be administered and assessed by a faculty member who teaches the course for which the student is requesting LEAP credit. The skills demonstration must be performed on the same day the student submits their portfolio to the review committee.

Industry-Based Certifications (IBCs)

Students who are currently enrolled and have previously successfully completed industry-based certifications (IBCs) may be eligible for course credit (grade of P). Nunez Community College considers the training and assessment required to obtain certain IBCs as being equivalent to certain courses that students may take for credit. The College maintains an IBC crosswalk, posted to the Registrar's website, that lists all courses for which earned IBCs are equivalent. Students possessing any of these IBCs may request credit (grade of P) for its associated course. While students are eligible to receive full credit for a course via Industry-Based Certifications, in some cases and programs, Nunez reserves the right to request and assess supplementary assessment materials to establish course equivalencies. Only IBCs that are current and in good standing will be considered valid credentials for the awarding of credit. A student may apply for credit once for the same course.

Nunez Community College has identified the following guidelines regarding receiving credit via IBC:

1. A student should review the Nunez IBC crosswalk posted to the Registrar's website for a list of courses that qualify for credit via IBC.

2. The student should consult with their Academic Advisor to confirm that the course credit received via IBC is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that credit via IBC is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit via IBC.

4. The student must submit a "Credit for Prior Learning Application" form to the Registrar, completing option three: "Request for Review of Credit by Coursework or Credential."

5. Valid documentation, authenticating the certification(s), must be attached to the application form for evaluation and verification by the Office of the Registrar.

6. Once the application form and required documentation have been received and verified by the Registrar, the course credit for qualifying scores will be applied to the student's transcript, and the student will be notified that the credit has been posted.

A student who intends to use credit received from IBCs to meet the degree requirements of another institution should check the requirements of the receiving institution.

Credit by Examination

At Nunez Community College, a student who believes they are qualified to earn college credit for prior educational or professional experience, non-credit coursework, or prior training may request credit by examination. This course credit (grade of P) is awarded to a student who can display the same competencies and meet the same student learning outcomes as those students taking a traditional course.

A student who wishes to apply for credit by examination must receive the approval of the Program Chair who oversees the program in which the course is offered. The Chair will determine whether the student's prior learning and/or professional experience warrant consideration for credit by exam. The Program Chair will also determine whether the credit exam contains the appropriate level of rigor to warrant course credit.

The exam must be created and administered by a faculty member qualified to teach the course for which the student is seeking credit by exam. If the examination involves shop or laboratory activities, a description of the examination and a rubric must be provided by the faculty member who creates and administers the exam. Credit examinations must test all of the competencies required to pass the course in question as currently required of regularly enrolled students.

Only those faculty members who teach the course for which a student is requesting credit by exam may determine whether such an exam can be created and effectively administered.

A student who wishes to take a credit examination for earlier courses in a sequence must take the examination by the end of registration for the semester in which they enroll for the more advanced course. If proficiency is not demonstrated on the exam, the student will be administratively dropped from the higher-level course and placed into an appropriate-level course.

Students may take a credit examination for the same course only once, and they may not take a credit examination for a course in which they are currently enrolled or which they have previously completed successfully at any regionally accredited college.

Students who are granted academic renewal may take credit examinations for any course completed with a grade of "C" or better prior to requesting renewal. Additionally, students may not take credit examinations for a course that was audited.

Students intending to use credit examinations to meet the degree requirements of other institutions should check the requirements of the receiving institution.

Nunez Community College has identified the following guidelines regarding receiving credit by exam:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website.

2. The student must submit the form to the Program Chair who oversees the subject area in which the student is requesting credit by exam. The student must complete option four: "Request for Credit by Exam."

3. The student should consult with their Academic Advisor to confirm that the course credit received via credit by exam is applicable to their major.

4. The student should also consult with the Program Chair who oversees their major to ensure that credit by exam is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of credit by exam.

5. The administration of credit examinations may be approved by the Program Chair who oversees the subject area in which the student is requesting a credit exam only after the student is enrolled

in at least one course at the College. The Program Chair must verify that the student is appropriately enrolled.

6. Once the Program Chair approves the student's application, the student takes the form to the Bursar's Office and pays a non-refundable fee of $20 per credit hour prior to the administration of the examination. Students who apply for Credit by Exam for non-credit coursework previously and successfully completed through Nunez Community College will be exempt from this charge as will military veterans, active military personnel, and their spouses and dependents.

7. The Bursar's office, upon receipt of payment, completes the payment section of the form and issues a receipt to the student.

8. Once the Program Chair receives the form from the student, verifies payment, and approves the credit examination application, the student will have two weeks to arrange a date to take the exam.

9. The student completes the examination with an instructor designated by the Program Chair to administer the examination. The Program Chair may also create and administer the exam if the Chair teaches the course for which the student is requesting credit by exam.

10. The Chair will direct the faculty member creating and administering the exam to set a mutually agreeable date on which the student will complete the exam.

11. As the expert in the subject matter being tested, the faculty member administering the exam will determine the necessary amount of time for completing the assessment or any required shop or laboratory activities.

12. To receive credit, a student must demonstrate a minimum proficiency of 70% for all competencies in the course for which credit is being sought.

13. The instructor administering the examination must complete the test information section on the "Credit for Prior Learning Application" form (score, date of exam, etc.) and return it to the Program Chair.

14. The Program Chair who oversees the subject area in which the student has requested credit by exam submits the completed form to the Registrar.

15. The Registrar will apply the appropriate course credit (grade of P) to the student's transcript, and the student will be notified that the credit has been posted.

16. If the student does not pass the credit examination, the Program Chair who oversees the subject area in which the student has requested credit by exam will inform the student of the examination's outcome and then submit the completed form to the Registrar. If the student had previously enrolled in a higher-level course, the prerequisite for which was intended to be satisfied by the credit exam, that student will be administratively drop from the higher-level course by the Registrar, and the Program Chair will refer the student to their advisor so that they may enroll in an appropriate-level course.

Military Credits

Students who have earned credit through courses taken while in the armed services may apply for acceptance of these credits, which are

articulated by the American Council on Education (ACE). The Dean of Instruction, the Dean of Nursing and Allied Health, or designee will determine which credits earned through military training are applicable towards graduation. These hours count as part of the total hours of non-traditional credits applicable toward a degree, diploma, or certificate.

Students must be able to provide a Department of Defense (DD) Form 295 and DD Form 214 (where applicable) to apply for Military Training and Experience Credit. Nunez may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if the training parallels the student learning outcomes of a Nunez course for which the student desires credit and the credit meets a program requirement or is used as elective credit. Military credits are not counted as hours attempted; they count only as hours earned.

Upon request, individuals who have successfully completed Basic Training may be awarded three (3) credit hours in kinesiology as indicated in the ACE Guide. Official documentation of military training is required.

Nunez Community College has identified the following guidelines regarding military credit:

1. The student must obtain a "Credit for Prior Learning Application" form from the Registrar's website and complete option three: "Request for Review of Credit by Coursework or Credential."

2. The student should consult with their Academic Advisor to confirm that the course credit received via military credit is applicable to their major.

3. The student should also consult with the Program Chair who oversees their major to ensure that military credit is a valid and allowable method by which to receive credit. Accreditation and industry requirements may restrict the application of military credits.

4. The Dean of Instruction or the Dean of Nursing and Allied Health or a designee (depending on the subject area in which the credit is requested) will meet with the student to discuss the applicability of military credit to fulfill degree or certificate requirements.

5. Along with the "Credit for Prior Learning Application" form, the student must provide the appropriate dean with a transcript or an American Council of Education (ACE) evaluation of military experiences.

6. Upon receipt of the official transcript and/or ACE evaluations, the appropriate dean or designee will confirm the validity of the ACE evaluation and/or transcript by consulting with a faculty member who teaches the course for which the student has requested credit.

7. The dean will submit the "Credit for Prior Learning Application" form with all other pertinent documentation (ACE evaluation, transcript, etc.) to the Registrar.

8. The Registrar will post the credit to the student's transcript and notify the student that the credit has been posted.

Non-Traditional Credits from Other Institutions

The College may accept prior-learning credits that have been awarded by other regionally accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as do credit for prior learning for which a student is eligible. Credit for prior learning will be awarded through the same process as that of awarding transfer credit.