

## Century Community and Technical College

### 3.17.0.2.1 Awarding of Credit Procedures

A student may earn credit through any of the following:

#### I. Century College credit courses

- A. Successful completion of credit courses properly registered for at Century College. (Only those courses numbered 1000 and above will be able to be used toward an award at Century College.)
- B. Independent Study  
Students are provided an opportunity to do an individualized, special topic study beyond the college's curriculum offerings by arrangement with the instructor and approved by the division dean in the department for which the course is offered. The course number 1790 is assigned to independent study courses.
- C. Internships  
Internships are planned educational experiences for which specific learning objectives are approved by the program advisor and division dean-and accepted by the agency providing the internship. In occupational programs offering internships, each student accepted in the program shall be entitled to one internship. Approval of the internship must be obtained before registration. Students may not receive credit for something they are already doing or have done.
- D. Credit for Activities  
Students must register for activity credit during the term in which the Activities are completed. Registration is not permitted after the term has ended. Activity credits may only be used as electives.

#### II. Transfer of Courses

- A. Universities, Colleges and Technical Institutions (with NCA or comparable accreditation) :
  - 1. All passing credits (A, B, C, D, P/S).
  - 2. General education courses selected from the Minnesota General Education Transfer Curriculum of the transferring institution or other courses comparable or equivalent to specific courses offered at Century College.
  - 3. Any occupational or technical course.
  - 4. Credit for specific courses will not be awarded for coursework that duplicates that for which college credit has been earned.
- B. Private Vocational Institutions (other than NCA or comparable accreditation)
  - 1. One college credit per 36 clock hours.
  - 2. Comparable or equivalent coursework is determined by the Vice President of Academic Affairs with the submission of an Academic Petition in consultation with appropriate faculty.
  - 3. Occupational or technical course for elective credit.

III. Registered students who are able to demonstrate achievement in the content of college-level courses or who have successfully completed appropriate non-collegiate educational experiences may be eligible to receive credit at Century College. Requirements may be fulfilled in two ways:

- A. The awarding of college credit towards a degree.
- B. The waiving of pre-requisites or requirements without credit.

General Rules:

1. Whatever the number of credits granted students for non-collegiate experience, they must demonstrate the competencies represented by the degree requirements in order to earn a Century degree.
2. The student must be able to document the experience or demonstrate achievement.
3. The Vice President of Academic Affairs will consult appropriate faculty members before approving the acceptance of non-collegiate credits toward the general education requirements in a specific discipline or equating non-collegiate work with a specific course.
4. Non-collegiate experience must be applicable to program, degree, or curriculum at Century.
5. These credits shall not be used in calculating a student's GPA.
  - A. CLEP (College Level Examination Program)
    1. Up to 6 semester hours of credit (7 semester credits for English Composition) for each of the five General Examinations for a score at or above the American Council on Education (ACE) recommendations on a given test:
      - 1) English Composition with essay
      - 2) Humanities
      - 3) Mathematics
      - 4) Natural Science
      - 5) Social Science/History
  - B. Credit by Discipline Examination
    1. Discipline faculty recommend courses to be offered by credit by exam.
    2. Credit given only for courses included in Century curriculum.
    3. Students will be charged a fee of \$25.00 per credit for exams for which credit is given.
    4. Instructors will be paid for administering exams under this rule on the same basis as for CBE assessments, according to the provisions of the faculty contract.
  - C. Credit or Waiver for Armed Services Training

The Vice President of Academic Affairs will authorize credits using a *Guide to the Evaluation of Educational Experiences in the Armed Forces*.
  - D. Defense Activity for Nontraditional Education Support (DANTES) Courses
    1. For subject matter tests appropriate discipline faculty will recommend credits in consultation with the Vice President of Academic Affairs prior to the college accepting credits or authorizing waivers which would affect program/degree requirements.

2. For general education tests College-Level Examination Program (CLEP) up to 6 semester credits (7 semester credits for English Composition) for each of the five General Examinations for a score at or above the ACE recommendations on a given test.
- E. Work Experience/Competency Based Education  
College-level knowledge and skill gained through life/work experience can be evaluated for credit only through the Competency Based Education (CBE) program. Through petition, industry courses, non-accredited college/university courses, adult education, correspondence programs, academy type programs, seminars, workshops, apprenticeships, and independent study may all be sources of college credit if the study experiences are approved as equivalent to areas of study offered by Century.
- F. International Baccalaureate (IB)  
Students who complete an IB diploma with a score of 30 or higher shall be offered 8 semester credits for each of three higher level examinations, plus 2 semester credits for each of the subsidiary exams, for a total of 30 semester credits. For students completing only higher level exams with a score of 5 or higher, 8 semester credits for each examination will be awarded. Credit will not be given for IB exams which overlap completed coursework for which college credit has been earned.
- G. Advanced Placement Program (AP) of the College Board  
There is no limit to number of credits a student can earn through AP exams with scores of “3” or above. Credit will not be given for AP exams which overlap completed coursework for which college credit has been earned.

### **Credit Assigned to College Board Advance Placement Examinations**

<b>Course/Exam</b>	<b>Length</b>	<b>Credits</b>	<b>Century Course Equivalent</b>
1. American History	Full year	6	Hist 1031, 1032
2. Art History	Full year	6	ArtH 1031, 1032
3. Art Studio (Genl)	Semester	3	ArtS 1020
4. Biology	Full year	10	Biol 1041, 1042
5. Chemistry	Full year	10	Chem 1041, 1042
6. Computer Science	Full year	8	Electives
7. Econ-Mac		3	Econ 1021
Econ-Mic		3	Econ 1023
8. English			
Language & Comp	Full year	4	Engl 1021
Literature & Comp	Full year	3	Engl 1022

9. European History	Full year	6	Hist 1021, 1022
10. German	Semester	5	Electives
11. French	Semester	5	Electives
12. Mathematics			
Calculus AB -	Semester	5	Math 1081
Calculus BC	Full year	10	Math 1081, 1082
Calculus AB subscore On Calculus BC test	Semester	5	Math 1081
Statistics	Semester	4	Math 1025
13. Music			
Listening & Lit	Full year	3	Musc 1035
Theory	Full year	9	Electives
15. Physics B (Parts I and II)	Full year	10	Phys 1041, 1042
Physics C (Parts I and II)	Full year	10	Phys 1081, 1082
16. Psychology		4	Psyc 1020
17. Spanish - Language	Semester	5	Electives
Literature	Semester	3	Electives

**References:**

Minnesota State Colleges and Universities Board Policy 3.36, Academic Programs

Minnesota State Colleges and Universities Board Policy 3.21, Undergraduate Credit Transfer

Minnesota State Colleges and Universities Board 3.37.1, Minnesota Transfer Curriculum Procedure

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