

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II - Academic/Student

SUBJECT: ADVANCED STANDING CREDIT

REVIEWER(S): Dean, Student *Affairs* and Enrollment Management*
Director of General Studies
Provost

Related Policies to Consult:

CCHS Policies: [Readmission to Credit Program \(Sec. II\)](#)
[Admissions \(Board Policy\)](#)

I. POLICY

The College recognizes knowledge and competence attained through formal, non-formal and non-traditional approaches to learning. All advanced standing credit will be considered transfer credit and will not earn a grade or be used to compute grade point average. All advanced standing credit must be obtained prior to the first day of class when enrolling in a program at CCHS. Total advanced standing credit awarded will not exceed 75% of the total semester hours required in the program. In the event a student is unsuccessful in a course taken at CCHS, the student may not utilize advanced standing credit to complete the course requirement in order to progress.

II. PROCEDURE

All requests for advanced standing credit are reviewed and awarded prior to the first day of class when enrolling in a program at CCHS based on official documentation. Decisions are indicated on the Transfer Worksheet. The credit is recorded on the official transcript as "T" (Transfer Credit). CCHS assumes responsibility for the quality of the coursework placed on the transcript when advanced standing credit is awarded. The College awards advanced standing credit as described in the following sections.

A. Transfer Credit

1. Courses completed at other colleges that hold regional accreditation may be accepted for transfer credit if the courses are similar in breadth, depth, and content to those offered at CCHS.
 - a) Requests for transfer credit of general studies courses will be reviewed and awarded on a course-by-course basis by a student services representative.
 - Science courses must have been taken within five years of desired admission date. When sequential courses are being evaluated for transfer, only the final course in the sequence is held to the five-year limit.
 - Courses with a grade of "C" or better may be considered for transfer.
 - b) Requests for transfer credit of program-specific courses will be reviewed and approved by the appropriate dean or director on a course-by-course basis.
 - Courses in the major must have been taken within one year of desired admission or readmission date. When sequential courses are being evaluated for transfer, only the final course in the sequence is held to the one-year limit.
 - Only courses with a grade of "C" or better will be considered for transfer credit.
2. Courses completed at a non-regionally accredited college may be considered for transfer credit only after ascertaining that the credit represents collegiate level coursework relevant to the program of study, with similar content and with level of instruction equal to or exceeding that required by CCHS.
3. Students must provide the following information (*as requested*) in order to determine eligibility for transfer credit:
 - a) Official transcript reflecting course(s) to be transferred.
 - b) Catalog course description for each course to be considered, if requested.
 - c) In some cases, additional information may be needed, such as the course syllabus and faculty credential requirements.
4. A maximum of two course substitutions may be allowed per student. Course substitutions must be reviewed and approved by the dean of student *affairs* and enrollment management and the *director of general studies*.

B. Credit by Examination

1. A student may earn credit toward program completion through credit by examination. The following sections describe the awarding of this credit.
 - a) Advanced Placement (AP) will be acceptable for credit. Scores of 3, 4 or 5 on an AP examination may be considered for credit for appropriate courses.
 - b) College Level Examination Program (CLEP) will be accepted for credit. Scores of 50 or greater on CLEP tests may be considered for credit for appropriate courses for tests taken on or after July 1, 2001. For CLEP tests taken prior to June 30, 2001, see the attached chart for minimum scores required.
 - c) *International baccalaureate (IB) examination will be accepted for college credit based on a required minimum score of 5 or 6 for the appropriate course.*
 - d) Scores on the critical writing and math sections of the SAT test will be acceptable for credit. An SAT critical writing component of 650 or higher will be considered for credit for ENG 101. An SAT math component of 600 or higher will be considered for credit for MAT 101.
 - e) A student may earn credit for knowledge and skills acquired through life, educational and work experiences through a CCHS-administered challenge examination. Challenge examinations administered by CCHS will be acceptable for credit according to the following guidelines:
 - Faculty-made challenge examinations may be used to grant credit for all general studies or *special studies* prior to the first day of class when enrolling in a program at CCHS.
 - A request, which includes a description of how the student obtained the course competencies, must be made to the *director* of general studies (see attached Challenge Test Approval and Report Form).
 - A non-refundable fee of \$50 must be paid to the business office prior to the administration of each challenge examination.
 - Proof of payment is presented to the *director* of general studies (or designee), who arranges for administration of the test.
 - The student must earn a grade of "C" or better on the challenge exam to receive credit. The *director* of general studies notifies the registrar of successful challenge scores via the form. Only scores on the first attempt will be considered for advanced standing credit.
2. All credit by examination must be completed prior to the first day of class when enrolling in a program at CCHS.

C. Credit by Experience

1. A student may earn credit toward program completion through *past experience, program completion, licensure or certification.*
2. A student entering the nursing program who has a current, unencumbered license as a Licensed Practical Nurse (LPN) receives nine semester credit hours of academic credit for Nursing Fundamentals (NUR 101) and Nursing Medical Terminology (NUR 100). The nationally standardized NCLEX-PN certification test for LPN licensure is based upon widely accepted and validated skills and the credit awarded by CCHS is consistent with the body of work completed by one who has earned an LPN license.
3. *A student entering the surgical technology program who has completed a program accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP) receives 32 semester credit hours for surgical technology applied courses and medical terminology. Accreditation standards require didactic instruction and supervised clinical practice consistent with the credit awarded by CCHS, even if the course content and sequencing may vary.*
4. *A student entering the radiologic technology program who has completed a diploma program in radiologic technology and holds a current, unencumbered certification as a registered radiologic technologist receives 40 semester credit hours for the radiologic technology applied courses. This certification, administered by the American Registry of Radiologic Technologists (ARRT), is the nationally recognized standard for radiography and is based upon widely accepted and validated competencies. The credit awarded by CCHS is consistent with the body of work completed by one who holds this certification.*

D. The Advanced Standing Credit policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____

Carolinas College of Health Sciences
Challenge Test Approval and Report Form

Student Name: _____ SS#: _____

Course to be challenged: _____

A student may earn credit for knowledge and skills acquired through life, educational and work experiences through a CCHS-administered challenge examination. Faculty-made challenge examinations may be used to grant credit for all general studies or support courses prior to the first day of class when enrolling in a program at CCHS.

Procedure:

1. Student meets with the *director of general studies* to discuss basis for competency. If challenge testing is approved, an approval and report form is signed by the dean and given to the student. The *director* may confer with the provost if there is a question about the availability of a specific test.
2. Upon receipt of the non-refundable challenge test fee (\$50), the dean of *administrative and financial services* verifies payment and signs the Challenge Test Approval and Report form, which the student presents to the academic affairs staff assistants for scheduling the administration of the test.
3. Upon grading the challenge test, the *director of general studies* will indicate on the form whether the score is passing (C or better). Only scores on the first attempt will be considered eligible for advanced standing credit.
4. If passing, the form is returned to the *admissions coordinator* who awards credit and notifies the student. If not passing, the academic affairs staff assistants return the form to the *director of general studies* who notifies the student.

1. Competency appears adequate for challenge test to be appropriate and request is prior to enrollment at CCHS.	_____ Signature <i>Director of general studies</i>	_____ Date
2. Non-refundable challenge test fee paid.	_____ Signature <i>Director of General Studies</i>	_____ Date
3. Test administered <input type="checkbox"/> Grade adequate to award credit. (C or better) <input type="checkbox"/> Grade not adequate to award. credit	_____ Signature <i>Director of General Studies</i>	_____ Date
4. Transfer credit awarded.	_____ Signature <i>Registrar or Admissions Coordinator</i>	_____ Date

CAROLINAS COLLEGE OF HEALTH SCIENCES
Advanced Placement Testing

Advanced Placement (AP) Examination

<u>Course</u>	<u>CCHS Course</u>	<u>Minimum Score</u>	<u>Credit Hours Awarded</u>
Chemistry	CHM 104	3	4
English Language & Composition	ENG 101	3	Up to 6
English Literature & Composition	ENG 101	3	Up to 6
Psychology	PSY 101	3	3
Statistics	MAT 201	3	3

International Baccalaureate (IB) Examination

<u>Course</u>	<u>CCHS Course</u>	<u>Minimum Score</u>	<u>Credit Hours Awarded</u>
Chemistry (Standard)	CHEM 104	6	4
Chemistry (Higher)	CHEM 104	6	4
Computing Studies	COMP 5	P/F	
English (Standard/Higher)	ENG 101	6	3
English Literature	ENG 101	6	3
Mathematics (Standard)	MAT 101	5	3
Mathematics (Higher)	MAT 201	6	3
Psychology	PSY 101	6	3

College Level Examination Program (CLEP)

<u>Course</u>	<u>CCHS Course</u>	<u>Minimum Score</u>	<u>Credit Hours Awarded</u>
American Literature	ENG 231	50	3
Calculus	MAT 101	50	3
Chemistry	CHEM 104	50	3
College Composition	ENG 101	50	3
English Literature	ENG 231	50	3
Humanities	HUM 200	50	3
Human Growth & Development	PSY 102	50	3
Information Systems	COMP	50	
Introduction to Psychology	PSY 101	50	3
Introduction to Sociology	SOC 101	50	3
Precalculus	MAT 101	50	3

Elective credit is available for most advanced placement testing.