

NORTHWEST VISTA COLLEGE  
PROCEDURE

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|--------------------------|-----------------------------------|
| <b>Procedure Number:</b> | AS 011                            |
| <b>Procedure Title:</b>  | Posting of Non-Traditional Credit |

**1. PURPOSE**

1.1. Provide students the opportunity to receive equivalent college semester credit hours earned through Advanced Placement and non-traditional means. Credit is based upon SACSCOC guidelines and may be awarded based upon recommendations published by the American Council on Education. Northwest Vista College (NVC) reserves the right to determine the acceptable transfer credit to a maximum of forty-five (45) semester credit hours once the student has earned six (6) college semester credit hours at any of the colleges in the Alamo Colleges District. The credit is treated as equal to a grade of CR in the corresponding course, but is not included in GPA calculations.

**2. DEFINITIONS**

- 2.1. ACE: American Council on Education. Founded in 1918, the American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives.
- 2.2. AP: Advanced Placement
- 2.3. CLEP: College-Level Equivalency Program.

**3. EXTERNAL STANDARDIZED EXAMINATIONS**

- 3.1. Applicants must submit:
  - 3.1.1. Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
  - 3.1.2. Official transcripts if credit by examinations was earned at other accredited institutions.
- 3.2. CLEP/AP Credit
  - 3.2.1. NVC recognizes the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of forty-five (45) hours of non-course based credit. No credit will be awarded until the student has successfully completed as least six (6) hours of course credit from any of the colleges in the Alamo Colleges District. Specific information is provided in the following tables.
  - 3.2.2. Students taking the CLEP or APs test will earn equivalent college credit when attaining the scores indicated and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations)

**CLEP Credit-Granting Scores and Semester Hour Recommendations**

| CLEP Test              | Score | Sem. Hr. | Northwest Vista Course    |
|------------------------|-------|----------|---------------------------|
| <b><i>Business</i></b> |       |          |                           |
| Information Systems    | 50    | 3        | <a href="#">COSC 1301</a> |

NORTHWEST VISTA COLLEGE  
PROCEDURE

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|--|-------|----|--|
| Introductory Business Law  | 50    | 3  | <a href="#">BUSI 2301</a>  |
| Principles of Management   | 50    | 3  | BMGT 1327  |
| Principles of Marketing  | 50    | 3  | <a href="#">MRKG 1311</a>  |
| <b>Composition and Literature</b>  |       |    |  |
| American Literature  | 50    | 6  | <a href="#">ENGL 2327</a> & <a href="#">ENGL 2328</a>  |
| College Composition  | 50    | 6  | <a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>  |
| English Literature   | 50    | 6  | <a href="#">ENGL 2322</a> & <a href="#">ENGL 2323</a>  |
| Humanities   | 50    | 3  | <a href="#">HUMA 1301</a>  |
| <b>Foreign Languages*</b>  |       |    |  |
| French Language, Level 1   | 50    | 8  | <a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>  |
| French Language, Level 2   | 59    | 14 | <a href="#">FREN 1411</a> & <a href="#">FREN 1412</a><br>& <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a> |
| German Language, Level 1   | 50    | 8  | <a href="#">GERM 1411</a> & <a href="#">GERM 1412</a>  |
| German Language, Level 2   | 60    | 14 | <a href="#">GERM 1411</a> & <a href="#">GERM 1412</a> &<br>GERM 2311 & GERM 2312                                 |
| Spanish Language, Level 1  | 50    | 8  | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>  |
| Spanish Language, Level 2  | 63    | 14 | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> &<br><a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a> |
| Spanish with Writing   | 50    | 4  | <a href="#">SPAN 1411</a>  |
| Spanish with Writing   | 51-64 | 8  | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>  |
| Spanish with Writing   | 65 +  | 11 | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a><br>& <a href="#">SPAN 2311</a>                             |
| <i>Level 1: equivalent to the first two (2) semesters of college-level foreign language course work</i>  |       |    |  |
| <i>Level 2: equivalent to the first four (4) semesters of college-level foreign language course work *Based on Computer Based Testing (CFBT) beginning July 2001</i> |       |    |  |
| <b>History and Social Sciences</b>   |       |    |  |
| American Government  | 50    | 3  | <a href="#">GOVT 2305</a>  |
| History of the United States I   | 50    | 3  | <a href="#">HIST 1301</a>  |
| History of the United States II  | 50    | 3  | <a href="#">HIST 1302</a>  |
| Human Growth and Development   | 50    | 3  | <a href="#">PSYC 2314</a>  |
| Introductory Psychology  | 50    | 3  | <a href="#">PSYC 2301</a>  |
| Introductory Sociology   | 50    | 3  | <a href="#">SOCI 1301</a>  |
| Principles of Macroeconomics   | 50    | 3  | <a href="#">ECON 2301</a>  |
| Principles of Microeconomics   | 50    | 3  | <a href="#">ECON 2302</a>  |
| Western Civilization I   | 50    | 3  | <a href="#">HIST 2311</a>  |
| Western Civilization II  | 50    | 3  | <a href="#">HIST 2312</a>  |

NORTHWEST VISTA COLLEGE  
PROCEDURE

| <i>Science and Mathematics</i> |    |   |  |
|--------------------------------|----|---|--|
| Biology                        | 50 | 8 | <a href="#">BIOL 1406</a> & <a href="#">BIOL 1407</a>  |
| Calculus                       | 50 | 4 | <a href="#">MATH 2413</a>                              |
| Chemistry                      | 50 | 8 | <a href="#">CHEM 1411</a> & <a href="#">CHEM 1412</a>  |
| College Algebra                | 50 | 3 | <a href="#">MATH 1314</a> or <a href="#">MATH 1414</a> |
| Precalculus                    | 50 | 4 | <a href="#">MATH 2412</a>                              |

**AP Credit-Granting Scores and Semester Hour Recommendations**

| AP Test                            | Score      | Sem. Hr. | Northwest Vista College Course  |
|------------------------------------|------------|----------|---|
| Art History                        | 3          | 6        | <a href="#">ARTS 1303</a> & <a href="#">ARTS 1304</a>   |
| Studio Art: Drawing                | 3          | 3        | <a href="#">ARTS 1316</a>   |
| Studio Art: 2-D Design             | 3          | 3        | <a href="#">ARTS 1311</a>   |
| Studio Art: 3-D Design             | 3          | 3        | <a href="#">ARTS 1312</a>   |
| Biology                            | 3 or above | 4        | <a href="#">BIOL 1406</a>   |
| Calculus AB                        | 3          | 4        | <a href="#">MATH 2413</a>   |
| Calculus BC                        | 3          | 8        | <a href="#">MATH 2413</a> & <a href="#">MATH 2414</a>   |
| Chemistry                          | 3 or above | 3        | <a href="#">CHEM 1311</a>   |
| Computer Science A                 | 3          | 3        | <a href="#">COSC 1301</a>   |
| Computer Science Principles        | 3          | 3        | <a href="#">COSC 1301</a>   |
| Macroeconomics                     | 3          | 3        | <a href="#">ECON 2301</a>   |
| Microeconomics                     | 3          | 3        | <a href="#">ECON 2302</a>   |
| English Language and Composition   | 3          | 6        | <a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>   |
| English Literature and Composition | 3          | 6        | <a href="#">ENGL 1301</a> & <a href="#">ENGL 1302</a>   |
| Environmental Science              | 3          | 3        | <a href="#">BIOL 2306</a>   |
| French Language and Culture        | 3          | 8        | <a href="#">FREN 1411</a> & <a href="#">FREN 1412</a>   |
|                                    | 4          | 11       | <a href="#">FREN 1411</a> & <a href="#">FREN 1412</a> &   |
|                                    | 5          | 14       | <a href="#">FREN 2311</a><br><br><a href="#">FREN 1411</a> & <a href="#">FREN 1412</a><br>& <a href="#">FREN 2311</a> & <a href="#">FREN 2312</a> |
| German Language and Culture        | 3          | 8        | <a href="#">GERM 1411</a> & <a href="#">GERM 1412</a>   |
|                                    | 4          | 11       |   |

NORTHWEST VISTA COLLEGE  
PROCEDURE

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|                                       | 5 | 14  | <a href="#">GERM 1411</a> & <a href="#">GERM 1412</a><br>& <a href="#">GERM 2311</a><br><br><a href="#">GERM 1411</a> & <a href="#">GERM 1412</a><br>& <a href="#">GERM 2311</a> & <a href="#">GERM 2312</a> |
| United States Government and Politics | 3 | 3   | <a href="#">GOVT 2305</a>  |
| European History                      | 3 | 6   | <a href="#">HIST 2311</a> & <a href="#">HIST 2312</a>  |
| United States History                 | 3 | 6   | <a href="#">HIST 1301</a> & <a href="#">HIST 1302</a>  |
| Human Geography                       | 3 | 3   | <a href="#">GEOG 1302</a>  |
| Latin                                 | 3 | 6   | <a href="#">LATI 1311</a> & <a href="#">LATI 1312</a>  |
| Music Theory                          | 3 | 2-3 | <a href="#">MUSI 1211</a> or <a href="#">MUSI 1311</a>   |
| Physics 1: Algebra Based              | 3 | 4   | <a href="#">PHYS 1401</a> or ( <a href="#">PHYS 1301</a><br>& <a href="#">PHYS 1101</a> )  |
| Physics 2: Algebra Based              | 3 | 4   | <a href="#">PHYS 1402</a><br>or ( <a href="#">PHYS 1302</a> & <a href="#">PHYS 1102</a> )  |
| Physics C: Mechanics                  | 3 | 4   | <a href="#">PHYS 2425</a>  |
| Physics C: Electricity and Magnetism  | 3 | 4   | <a href="#">PHYS 2426</a>  |
| Psychology                            | 3 | 3   | <a href="#">PSYC 2301</a>  |
| Spanish Language and Culture          | 3 | 8   | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a>  |
|                                       | 4 | 11  | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> &<br><a href="#">SPAN 2311</a>   |
|                                       | 5 | 14  | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> &<br><a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>   |
| Spanish Literature and Culture        | 3 | 14  | <a href="#">SPAN 1411</a> & <a href="#">SPAN 1412</a> &<br><a href="#">SPAN 2311</a> & <a href="#">SPAN 2312</a>   |
| Statistics                            | 3 | 4   | <a href="#">MATH 1442</a>  |
| World History                         | 3 | 6   | <a href="#">HIST 2321</a> & <a href="#">HIST 2322</a>  |

**4. WORK EXPERIENCE AND PRIOR LEARNING CREDIT**

4.1. Students must be enrolled in the current semester for which they are applying for such credit. Students submit a Petition for Application for Work Experience Credit to the respective department with supporting documentation of previous experience.

4.2. Sources of prior learning may include:

4.2.1. Prior employment

4.2.2. Extensive technical training in high school

NORTHWEST VISTA COLLEGE  
PROCEDURE

---

- 4.2.3. Trade or proprietary school equivalence
- 4.2.4. Certification/licensure/credentials equivalents
- 4.2.5. National ACE guides
- 4.2.6. Military service
- 4.2.7. Special agreements
- 4.3. Program Coordinators, Chair, and Dean or Designee approve request.
- 4.4. Petition is submitted to the Records and Residency team have credit posted to the record.

**5. CONTINUING EDUCATION TO ACADEMIC CREDIT**

- 5.1. Students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses.
- 5.2. Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the college's Dean for Academic Success and approval by the Vice President for Academic Success or designee.
- 5.3. Courses with matching competencies will be completed and approved by:
  - 5.3.1. Program Managers/CE Specialists
  - 5.3.2. Program Chair
  - 5.3.3. Dean(s) for Academic Success
  - 5.3.4. Vice President for Academic Affairs
- 5.4. Conversion of CEU's to academic credit must be requested within three (3) years of completing the continuing education course.
- 5.5. Credit by non-traditional means may not be awarded once a grade has been earned.

**6. INTERNATIONAL BACCALAUREATE DIPLOMA (IBD)**

- 6.1. IBD students must provide an official transcript with exam title and score.
- 6.2. Students will earn equivalent college credit when attaining the scores indicated in the table below and the credit is treated as equal to a grade of CR in the corresponding course (but is not included in GPA calculations)
- 6.3. Each student may receive credit for only one class or the identified pair of classes for each category for a possible total of 27 credits.
- 6.4. IBD Exam Options
  - 6.4.1. Higher Level (HL) 240 teaching hours — minimum of three (3) subjects and not more than four (4)
  - 6.4.2. Standard Level (SL) 150 teaching hours — minimum of two (2) and not more than three (3)

| College Course(s)     | Credits | IBD Exam Title               | IBD Score   |
|-----------------------|---------|------------------------------|-------------|
| ENGL 1301 & ENGL 1302 | 6       | English A-Literature (SL/HL) | 4 or higher |
| CHIN 1411 & CHIN 1412 | 8       | Chinese A or B (SL/HL)       | 4 or higher |
| FREN 1411 & FREN 1412 | 8       | French A or B (SL)           | 4 or higher |
| FREN 2311 & FREN 2312 | 6       | French A or B (HL)           | 4 or higher |
| SPAN 1411 & SPAN 1412 | 8       | Spanish A or B (SL)          | 4 or higher |
| SPAN 2311 & SPAN 2312 | 6       | Spanish A or B (HL)          | 4 or higher |
| COSC 1301             | 3       | Computer Science (SL/HL)     | 4 or higher |

NORTHWEST VISTA COLLEGE  
PROCEDURE

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|                                       |           |   |             |
|---------------------------------------|-----------|---|-------------|
| MATH 1314                             | 3         | Math (SL/HL)                                | 4 or higher |
| BIOL 1406                             | 4         | Biology (SL/HL)                             | 4 or higher |
| CHEM 1311 & CHEM 1111 or<br>CHEM 1411 | 4         | Chemistry (SL/HL)                           | 4 or higher |
| GEOL 1403                             | 4         | Geology (SL/HL)                             | 4 or higher |
| PHYS 1301 & PHYS 1101 or PHYS<br>1401 | 4         | Physics (SL/HL)                             | 4 or higher |
| ARTS 1301                             | 3         | Visual Arts (SL/HL)                         | 4 or higher |
| DANC 1305                             | 3         | Dance (SL/HL)                               | 4 or higher |
| DRAM 1310                             | 3         | Theatre (SL/HL)                             | 4 or higher |
| HUMA 1315                             | 3         | Humanities (SL/HL)                          | 4 or higher |
| MUSI 1306                             | 3         | Music (SL/HL)                               | 4 or higher |
| ANTH 2346                             | 3         | Social and Cultural Anthropology<br>(SL/HL) | 4 or higher |
| ECON 2301 or ECON 2302                | 3         | Economics (SL/HL)                           | 4 or higher |
| GOEG 1303                             | 3         | Geography (SL/HL)                           | 4 or higher |
| HIST 2311                             | 3         | History (SL/HL)                             | 4 or higher |
| HUMA 1301                             | 3         | Humanities (SL/HL)                          | 4 or higher |
| PHIL 1301                             | 3         | Philosophy (SL/HL)                          | 4 or higher |
| PSYC 2301                             | 3         | Psychology (SL/HL)                          | 4 or higher |
| SOCI 1301                             | 3         | Sociology (SL/HL)                           | 4 or higher |
| <b>Maximum possible credits</b>       | <b>27</b> |   |             |

Contact for Interpretation: *Vice President for Academic Success*

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Relevant Board Policy:</b>      | N/A                                 |
| <b>Relevant SACSCOC Documents:</b> | SACSCOC Standard 10.7               |
| <b>Originating Unit:</b>           | Academic Success                    |
| <b>Maintenance Unit:</b>           | Vice President for Academic Success |
| <b>Implementation Date:</b>        | June, 2021                          |
| <b>Revision Date:</b>              | June, 2023                          |