



## ADMINISTRATIVE PROCEDURE

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**TITLE: Alternative Methods of Earning Credit**

**ADMINISTRATIVE PROCEDURE # 702**

**RELATED TO POLICY # 702**

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In order to earn a UCC degree or certificate that includes alternative credit, students must complete no less than 25% of the required coursework through the College.

### Credit by Exam

Credit by Exam allows students to use the following exam scores to receive credit in electives or specific subject areas.

- College Level Examination Program (CLEP): Follows the American Council on Education (ACE) [score recommendations](#)
- Advanced Placement (AP): Score of 3, 4 or 5 required
- International Baccalaureate (IB): 5 or above

Students submit an official exam score transcript to the Office of the Registrar for analysis. The Registrar recommends appropriate course equivalent based on exam type and records the credit on the college transcript.

### Military Credit

Students submit a Joint Services Transcript to the Office of the Registrar. The credit is awarded based on the ACE recommendations. The Registrar recommends appropriate course equivalent based on exam type and records credit on the college transcript.

### Industry or Professional Certifications

Departments may award college credit based on industry or professional certifications by directly correlating the applicants' training, years of experience, special assignments, training, and conferences. Students fill out the department's application and pay a non-refundable fee of \$50 for the initial evaluation, plus an additional \$10 per credit once approved. The department chair determines appropriate course equivalent and submits documentation to Registrar for recording credits on the college transcript.

### Institutional Challenge Exams

Departments may allow students to challenge courses for credit if justification exists. Proficiency must be shown through midterm and final examinations and/or skill proficiency demonstration. In addition to tuition and fees, a \$10 fee will be charged for each course challenged.

Financial aid funds may not be used to pay for course challenges. Challenges do not count in credit hours used to determine financial aid or veteran benefits, nor are they considered a portion of the residency requirements for degrees or certificates.

Students may not challenge a course if they have already received a grade in the same course or if the course is a lower level than a course previously completed. A course may not be challenged more than once. Following an unsuccessful challenge, students must enroll in the course to obtain credit.

#### *Institutional Challenge Exam Procedure:*

1. Consult the appropriate instructor to determine if a course challenge is possible.
2. Complete the [Course Challenge Application](#) and obtain the appropriate instructor and department chair's signatures.
3. Present Course Challenge Application to the Office of the Registrar with instructor and department chair approvals to challenge the course and pay the appropriate fee.
4. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and instructor. If the challenge is successful, students are responsible for returning the completed Course Challenge Application to the Office of the Registrar in addition to paying the course tuition and fees within one week.
5. The course grade will be reported on the college transcript at the close of the term.

#### **RESPONSIBILITY:**

The Registrar is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION:**

**DATE(S) OF REVISION: 6/6/2017 by CC**

**DATE(S) OF PRIOR REVIEW:**