



### **Purpose**

To provide policy regarding the award of Advanced Academic Standing to students in Curriculum Instruction through Transfer Credit, CLEP, Credit by Examination, Credit by Experience and other opportunities.

### **General Policy**

The College shall endeavor to provide appropriate Advanced Academic Standing opportunities for students in Curriculum Instruction.

Advanced Academic Standing in Curriculum Instruction shall be granted by any or all of the following methods, as applicable:

1. Transfer of credit from one curriculum to another (Resident Credit Transfer);
2. Transfer of credit from regionally accredited institutions;
3. Credit by Examination;
4. College Level Examinations Program (CLEP);
5. Advanced Placement (AP) Examinations;
6. Defense Activities for Non-Traditional Education Support Systems (DANTES) Examinations;
7. Credit by Experience; and
8. Credit through North Carolina High School to Community College Articulation Agreement.

### **Resident Credit Transfer**

When a student transfers from one Curriculum program of study to another within the College, all applicable courses for which the student has earned credit, except for those courses in programs that have set specific time limits, shall transfer to the new program of study.

### **Transfer Credit**

---

The following provisions apply with respect to transfers of college-to-college, CLEP, DAN TES and AP credits for Advanced Academic Standing:

1. The student shall request that transcripts from institutions previously attended be forwarded to the College's Admissions and Student Engagement office for evaluation.
2. If the student has been accepted, the acceptable courses are keyed into the computer system file.
3. The same procedure is followed for CLEP and DAN TES transcripts.
4. Grade points for transferred courses are not calculated in the GPA, but credit hours will transfer toward graduation.
5. Credit will be granted only for work completed at regionally accredited institutions.
6. Credit will be granted on a course-by-course basis for courses closely paralleling those offered at the College.
7. A grade of "C" or better shall be required for Transfer Credit. Course credit for proficiencies previously developed by the student may be earned by examination.

A student who wishes to challenge a course may apply to take a proficiency examination covering the content of the course.

Examinations may be arranged to document proficiencies previously developed through employment, military service, secondary education, post-secondary non-accredited schools or correspondence schools.

The following provisions shall apply for a student to achieve Credit by Examination:

1. The student shall not have previously attempted the course for which Credit by Examination is being sought.
2. The students shall submit the prescribed application for approval to seek Credit by Examination.

3. The student shall register for the course and pay appropriate tuition and fees, as required.
4. The student shall demonstrate to the satisfaction of the appropriate faculty member that sufficient justification exists to warrant approval of the request for the examination.
6. The student shall secure written approval from the instructor and the department chair to take the examination.
7. The student shall endure that for any course(s) for which the student has registered at the beginning of the semester and has attended classes, credit by examination must be gained within the first 10 percent of the semester.
8. The student shall arrange an appropriate time at the convenience of the instructor to take the examination. The student is allowed one opportunity to take a proficiency examination for credit in any given course.

The grade of “CR” (credit by examination) is the official grade used by the instructor to report successful completion of a proficiency examination. To earn credit by examination, a student must achieve a score equivalent to not less than “C” on the examination. There is no penalty or grade of record for an unsatisfactory grade on a credit by examination.

Courses on which the grade of “CR” is earned shall not be included in the calculation of a student’s Grade Point Average (GPA).

### **CLEP/AP Examination Credits**

Credits may be granted to students who have passed an appropriate standardized examination, such as the College Level Examination Program (CLEP) and Advanced Placement (AP) Examinations.

### **Credit by Experience**

The granting of curriculum credit for nontraditional educational experiences will be considered upon receipt of appropriate official documentation by the vice president of instruction. The Vice President of Instruction will evaluate the documentation to determine the applicability to

the student's educational program. Transfer credit for nontraditional work from an accredited institution is limited to no more than 50% of an associate degree, diploma, or certificate requirement. The student will receive notification of credit awarded on the transfer credit evaluation form.

1. The student must document a specific work experience or skill that coincides with the skills/tasks required in a particular course.
2. The Associate/Assistant Vice President shall evaluate the documented training and/or experiences which may require a demonstration of ability. Experiences shall be approved by the Instructor, Director of Programs, Associate/Assistant Vice President and Vice President of Instruction.
3. Veterans may apply credit for training received under the Armed Forces College Training Programs and for some specialized and technical training completed under the auspices of the Armed Forces, with appropriate documentation provided.
4. The approved credit recommendation shall be submitted to the Records and Registration Department.
5. The Registrar shall record a symbol of "EL" on the transcript with credit hours; however, no grade points shall be assigned.
6. The documentation shall be kept on file for five (5) years in the Records and Registration office.
7. Credit granted for experience shall not be included in the calculation of a student's Grade Point Average.

### **Credit through the North Carolina High School to Community College Articulation Agreement**

Through an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System, high school graduates are eligible to receive Johnston Community College credit for certain upper level career and technical courses upon presentation and evaluation of a high school transcript. Credit will only be given for courses that are required in a student's program of study.

The following criteria will be used to award college credit for identified high school courses:

- The student must achieve a final grade of B or higher in the course, and
- The student must achieve a minimum score or higher on the standardized CTE post-assessment as set forth in the statewide articulation agreement, and;
- The student must enroll at the community college within two years of their high school graduation date.

High school students who enroll in Career and College Promise pathway may earn articulation college credit as described in the articulation agreement while enrolled in high school if the CTE articulated credit is part of their Career and College Promise pathway. Any student wishing to receive credit should submit an official high school transcript and all official standardized CTE post-assessment scores. An Admissions, Placement & Testing Coordinator will complete a transcript evaluation during the admissions process.

### **Credit Awarded**

Transfer credits, CLEP, DANTES Exams, AP Exams, Credit by Examination, Credit by Experience, and credit through North Carolina High School to Community College Articulation Agreement may not exceed three-fourths (3/4) of the total credit hours required for graduation.