

**NON-TRADITIONAL COLLEGE CREDIT**

---

GENERAL POLICY

UA Cossatot may award credit for college level experience as demonstrated by acceptable test results or outcome demonstration through portfolio development. Students may also receive credit for previous military training. Please note that a fee for test administration may be assessed.

A. COLLEGE LEVEL EXAMINATION PROGRAM – CLEP

In accordance with the recommendations of the American Council on Education, UA Cossatot accepts the results of the College Level Examination Program (CLEP) as follows:

1. CLEP credits will be recorded on academic transcripts.
2. CLEP credits will not be granted if they duplicate credits for courses already taken.
3. Credit hours granted will be the same amount granted for the completion of a similar course at UA Cossatot.
4. A maximum of fifteen (15) semester hours will be allowed for CLEP Subject Exams.
5. For the CLEP Subject Exams, the college will follow the College Board recommendations.

B. INSTITUTIONAL TRANSFER

Courses considered for transfer must have a grade of “C” or better. Credits accepted in transfer from other regional accredited institutions will be applied on the same basis as those earned at UA Cossatot.

C. CREDIT FOR MILITARY EXPERIENCE

UA Cossatot may grant credit for military experience in the following instances:

- Credit in physical education for a year or more of active duty.
- DANTES or USAFI courses with acceptable scores or grades.
- Service school courses.
- Military specialties (MOS, NER, etc.)

Recommendations of the American Council on Education are one of the methods used in determining possible credit for military experience.

D. COURSE CREDIT BY EXAMINATION (CHALLENGE EXAMS)

Credit for some courses may be granted upon successful completion of a comprehensive examination over the content of the course. College credit cannot

be given for courses taken in high school unless they are approved college level courses. Tests used to determine whether credit may be given must be approved by appropriate college faculty and administration.

#### E. EXPERIENTIAL LEARNING

UA Cossatot credit may be granted for experiential learning gained through work experience or personal study which can be validated through an assessment procedure developed by the college. Students must enroll in the college's Portfolio Development course and pay tuition and fees associated with that course.

The college's credit hour policy must be followed when awarding credit. The student's portfolio work must be documented for credit to be awarded.

A maximum of fifteen (15) semester credit hours may be given for (D) and (E) combined.

#### F. ADVANCED PLACEMENT EXAMS

The college follows the guidelines set forth by the Arkansas Department of Higher Education on granting credit for Advancement Placement Exams.

The college may award course credit to students who score a three (3) or higher on any Advanced Placement Exam. In order to increase transferability, ACTS courses have been assigned to relevant exams. Advanced Placement exams without a corresponding ACTS course will be awarded at the discretion of the institution.

The college may award credit for one corresponding ACTS course to students who score a three (3) on the exam. The college may choose to award additional credit for students who score a four (4) or five (5) on an exam. While transfer institutions are encouraged to accept any additional AP credit awarded, the transfer institution will not be obligated to honor additional credit given beyond the requirement. In order to maintain consistency and high academic standards in the state, no course credit will be awarded for an Advanced Placement test score below a three (3). The college is not required to award credit for an AP exam if the institution does not offer the corresponding ACTS course.

#### G. SPECIAL TOPIC CREDIT

The college will offer special topics credit to students enrolling in courses offered as continuing education (non-credit courses) upon approval of the appropriate Division Chair. The Division Chair will review syllabi and assign the appropriate number of special topics credit to be awarded.

HLC Criterion: 4A.2

---

#### **Policy History:**

July 9, 2018            July 29, 2013  
March 2, 2015        January 1, 2011

---

**COURSE CREDIT BY EXAMINATION (CHALLENGE EXAMS) PROCEDURE**

- Students challenging exam prior to course enrollment
  - Determine if a CLEP test is available (Division Chair for General Education can assist). If a CLEP exam exists, credit through a challenge exam will not be appropriate. Other institutions are not required to accept credit in transfer from institutional challenge exams. CLEP is a nationally recognized examination.
  - If moving forward with a challenge exam, student contacts academics assistant. If a medical student, the student will be referred to medical advisor. Vice Chancellor for Academics assistant or medical advisor will work with the student and testing center to schedule a testing time.
  - Student goes to the Business Office and pays the fee
  - Student takes receipt to Testing Center and takes exam
  - Exam is graded by UA Cossatot instructor
  - The instructor completes the Course Credit by Examination form indicating the score made on the challenge exam.
  - The form is then submitted to the Division Chair, who signs, and submits to the Registrar.
  - The Registrar awards credit on the transcript
  
- Students challenging course during the semester while enrolled
  - Note: Students enrolled in a course may request to challenge the course at any point during the semester but will remain enrolled in the course and must pay for the course.
  - The instructor sends the exam to the Testing Center and notifies the Testing Center.
  - Exam is graded by UA Cossatot instructor
  - Instructor reviews grade with the student. If passing and student wishes to proceed with the grade, grade is entered into Campus Connect and instructor completes form to be scanned into student file.

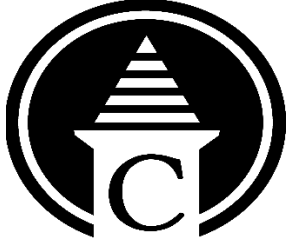
HLC Criterion: 4A.2

---

**Procedure History:**

April 1, 2019

---



## Course Credit by Examination

---

### Completed in VC-Academics Office

Student Name: \_\_\_\_\_  
Student ID: \_\_\_\_\_  
Course: \_\_\_\_\_  
Division Chair: \_\_\_\_\_

Format:            Paper Exam                      Online Exam  
Amount Paid:    \$ \_\_\_\_\_                      Receipt # \_\_\_\_\_            N/A

---

### Completed in Testing Center

Test Administrator: \_\_\_\_\_  
Date: \_\_\_\_\_

---

### Completed by Chair

Pass/Fail:        PASS                                      FAIL  
Letter Grade:    \_\_\_\_\_  
Graded By:        \_\_\_\_\_  
Additional  
Comments:        \_\_\_\_\_  
Division Chair  
Signature:        \_\_\_\_\_  
Date: \_\_\_\_\_

---

#### Procedure:

- Student Contacts Office of Academics Assistant or Medical Program Advisor
- A window of testing time is set up and student is informed
- Student pays in Business Office, and JS or CC attach receipt, and send form to Testing center
- Testing Center administers exam and sends completed form and exam (if paper) to Chair
- If passed, Chair submits completed form to Registrar's office and then scan to student's file
- If not passed, submit completed form to Student Services for scanning
- Notify student of results (Division Chair or Advisor)

---

#### Procedure History:

May 21, 2018

---

**ADVANCED PLACEMENT CROSSWALK**

---

<b>AP Exam</b>	<b>Min Score</b>	<b>Credit for UA Cossatot Course</b>
English Language and Composition	3	ENGL1113 Composition I
English Literature and Composition	3	ENGL2213 World Literature to 1650 <i>or</i> ENGL 2223 World Literature since 1650
Psychology	3	PSYC2003 General Psychology
Spanish Language and Culture	3	SPAN1014 Elem. Spanish I <i>or</i> SPAN1024 Elem. Spanish II
US Government and Politics	3	PSCI2003 American Government
World History	3	HIST1103 World Civilization I <i>or</i> HIST1203 World Civilization II
US History	3	HIST2013 US History to 1876 <i>or</i> HIST2023 US History since 1876
European History	3	HIST1003 Western Civilization to 1700 <i>or</i> HIST1013 Western Civilization since 1700
US Government and Politics	3	PSCI2013 State and Local Government
Biology	3	BIOL1014 General Biology/Lab
Statistics	3	MATH2023 Intro to Statistics
Calculus AB	3	MATH2053 Survey of Calculus <i>or</i> MATH2054 Calculus I
Art History	3	FA2003 Introduction to FA: Art
Music Theory	3	FA2013 Introduction to FA: Music
Macroeconomics	3	ECON2003 Macroeconomics
Microeconomics	3	ECON2103 Microeconomics

HLC Criterion: 4A.2

---

**Procedure History:**

May 21, 2018

---