

SECTION 800.17

ESTABLISHING PRIOR CREDIT

Lake Region State College seeks to recognize and give credit for education and knowledge that students have acquired prior to enrolling at Lake Region State College. There are several means of establishing credits toward a certificate or degree as described below. A maximum of 15 semester credit hours will be accepted from alternate credit earning options such as approved subject examinations or life experience. Additional credit hours may be accepted for military service credit, or from other sources upon approval of Registrar.

1. Transfer of Credits to LRSC

An official transcript from each of the student's former institutions must be submitted for review. International transcripts must first be evaluated by World Education Services (WES) and the WES evaluation submitted to LRSC. The Registrar's Office will determine which credits will transfer as well as how those credits will be applied toward LRSC's requirements. A credit summary, indicating only the number of credits transferred and institution of origin will be posted to the student's LRSC official transcript after the student has been admitted. A detailed listing of transferred courses will be available to both student and advisor. All of the student's previous undergraduate work becomes part of the student's permanent LRSC record. If necessary, credits will be converted to semester hour equivalencies.

In general, all college-level credits attempted, including withdrawals, at a regionally accredited institution of higher education will be posted in transfer by LRSC. There are some exceptions including, but not limited to, the following:

- a. Credit granted for life experience by other institutions
- b. Institution-based credit by examination
- c. Non-degree continuing education courses

Acceptance of transfer credits for specific programs or to satisfy degree requirements is governed by institution policies, the system-wide Common Course Numbering (CNN) system, the General Education Requirements Transfer Agreement (GERTA), and statewide articulation agreements.

Students have the right to appeal transfer credit decisions following policy 800.31. Additional documentation may be required of the student.

2. College Level Examination Program (CLEP) and Advanced Placement Credit

Nationally recognized examinations provide students an opportunity to obtain college recognition for their formal or informal academic accomplishments prior to attending college. LRSC may grant college credit to students who obtain the required minimum scores set by the North Dakota University System (NDUS) on approved college level examinations.

Students must be enrolled as degree-seeking at LRSC to receive CLEP credit. All accepted CLEP credits will be recorded as Satisfactory ("S") grades and will not be included in the student's GPA. Students may not take CLEP subject area exams after enrolling in the equivalent course.

Students who have completed certain College Entrance Examination Board (CEEB) or Advanced Placement courses in high school will be awarded college credit according to the policy of the NDUS.

A current list of exams eligible for credit by examination and required scores may be found at www.ndus.edu.

LRSC does not accept CLEP General Examinations.

3. Articulation Credit

The intent of articulation is to provide students with previously completed secondary education career and technical course work the opportunity to receive credit at the post-secondary level. To articulate a high school course, a student must complete the course at an articulating high school, complete the articulation form obtained in the Academic Affairs Office and pay the associated fees for articulation. Articulated credits are posted to the student's academic record after the student has completed one semester as a degree-seeking student at LRSC. All articulated coursework must be requested within 12 months of high school graduation. Articulated credits may not transfer to other post-secondary institutions.

4. Armed Service Credit

LRSC may grant college credit to students who completed courses while on active duty in the armed services. Credit granted will be based on the recommendations set forth in the American Council on Education's (ACE) "Guide to Evaluation of Educational Experiences in the Armed Services."

Two types of credit may be granted:

- a. Courses or activities accepted by LRSC, but are not equivalent to specific courses in the current LRSC catalog, will be posted in bulk as "free elective credit" toward the minimum number of credits required for the degree being sought, up to a maximum of 10 credits
- b. Courses or activities determined as equivalent to specific courses in the LRSC catalog will, with appropriate departmental approval, be posted as equivalent courses on the student's transcript.

5. Challenge Credits

The Challenge Program is designed to grant credit for mastery of the material included in selected courses. . Students enrolled at Lake Region State College and in good standing may request to challenge certain courses listed in the college catalog. The Vice President of Academic and Student Affairs and the course instructor will determine whether a challenge is appropriate and the type of examination to be given. Challenge credits may not be accepted as transfer to another college.

- a. A non-refundable fee is assessed for each challenge. Credit is granted for courses successfully challenged at the “C” level or better.
 - b. The procedure for challenging a course is:
 - i. The student must submit in writing a request to challenge the selected course and submit to the Academic Affairs Office.
 - ii. The Director of Academic Affairs and/or the Registrar will determine if the course is appropriate for challenge.
 - iii. If approved, the Director of Academic Affairs will secure an instructor to prepare and administer the examination or other education activity.
 - iv. Present the approved request to the Administrative Affairs Office and pay fees due.
 - v. Student will make arrangements with the approved instructor to take the examination.
 - vi. The instructor forwards the grade to the Registrar. Credit is given if an examination grade of “C” or better is reported and is recorded as “S” on the academic record.
- 6. Life Experience /Experiential Learning Credit**
- Students with documented work experience or industrial training that can be directly related to a specific, existing course in the LRSC catalog may request an evaluation to determine if college credit can be approved. It is the student’s responsibility to provide documentation of learning experiences that is complete and sufficient for assessment. Credit will be awarded based on a determination made by the Registrar and appropriate departmental representative. The amount of credit will be equivalent to the designated course in the catalog. Life experience credits are limited to 15 credits for all degrees with the exception of Technical Studies which has a limit of 22 credits. Life experience credits may not be accepted as transfer to another college.

History

Administrative Council Approved 12/21/15