
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: ALTERNATIVE WAYS TO EARN COLLEGE CREDIT

NUMBER: PRO 4-04

REFERENCE: Board Rules 4.02, 4.09

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I. PURPOSE

Lake-Sumter State College (LSSC) allows students to proceed expeditiously toward their degree/program objectives by providing the following alternative ways to earn college credit.

II. RESPONSIBILITY

Academic Affairs determines the institutional credit by exams that are offered each semester, and the dates and times of the testing. The instructor is responsible for developing and administering the examination. This information is published on the LSSC Learning Center's website at www.lssc.edu.

III. CREDIT BY EXAMINATION-INSTITUTIONAL

- a. To qualify for Credit by Examination, a student must have completed High School or have earned a GED by the date of the examination.
- b. Students complete the Request for Credit by Exam form and pay the credit hour fee in the Cashier's Office. The receipted Request for Credit by Exam form is returned to the Learning Center by the student. The Learning Center is responsible for collecting the Request for Credit by Exam forms and notifying the appropriate instructors of the number of students who have applied for each exam.
- c. The Learning Center notifies instructors. The appropriate number of examinations is prepared by the individual instructor responsible for the examination.
- d. After the exam is given, the testing instructor completes the results section of the Request for Credit by Exam form for each student and submits them to the Admissions and Records Office. The Admissions and Records Office notifies students regarding the award of credit based on their exam results.
- e. The Admissions and Records Office records a grade of P and credit hours earned in course history for students who pass the exam. Students who do not pass or do not take the exam forfeit the exam fee and receive no grade or credit for the course. LSSC does not permit a student to use exam credit towards grade forgiveness.

IV. CREDIT BY EXAMINATION-OUTSIDE AGENCIES**a. ADVANCED PLACEMENT (AP)**

1. A student who wishes to receive credit for Advanced Placement courses must have their Advanced Placement scores sent from the College Board directly to the LSSC Admissions and Records Office;
2. A student who earns a score a 3, 4, or 5 on any Advanced Placement test is awarded LSSC credit for the equivalent course according to guidelines provided by Florida's Coordinating Committee. A chart listing the award by score can be found in the College Catalog and Student Handbook and is updated every year.

b. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Detailed information regarding the award of credit based on CLEP exams can be found in the current College Catalog and Student Handbook.

c. DANTES/DSST -Defense Activity Non-Traditional Education Support

The Defense Activity Non-Traditional Education Support (DANTES) program is a test conducted by the Educational Testing Services (ETS). The DANTES Subject Standardized Testes (DSSTs) measure earned achievement in specific college courses. LSSC's Admissions and Records Office will award credit according to the guidelines provided by Florida's Articulation Coordinating Committee. LSSC does not permit a student to use exam credit towards forgiveness of course credits. Gordon Rule writing requirements cannot be satisfied through DANTES.

d. EXCELSIOR COLLEGE EXAMINATIONS

Excelsior College Examinations (formally known as Regents College Exams or the Proficiency Examination Program) are developed by Excelsior College using national committees of faculty consultants and national studies to assess how well the tests measure the performance of students in actual College courses. Excelsior College Examinations are approved by the American Council on Education and Excelsior College is accredited by the Middle States Association of Colleges and Schools (MSACS). More detailed information about Excelsior College Examinations, including detailed test descriptions, can be found online at <http://www.excelsior.edu>. LSSC does not permit a student to use exam credit towards forgiveness of course credits.

e. **INTERNATIONAL BACCALAUREATE (IB)**

The International Baccalaureate (IB) Diploma Program is a rigorous two-year, pre- university liberal arts program of study for the highly motivated, academically oriented secondary student. The IB Diploma is awarded only to the student who meets curricular, service, and thesis requirements and score at the prescribed level on internationally standardized subject examinations. Through the IB program, a student may be awarded up to 30 college-level credit hours. No grades will be assigned to credits awarded through the IB Program. The student will not receive credit for IB courses that duplicate credit awarded for courses attended at LSSC or credit that was awarded through other accelerated programs (i.e., AP, CLEP, credit by examination, etc.). To determine eligibility for IB credit, the student should contact the Admissions and Records Office. Course equivalencies and related information are available at <http://www.fldoe.org/>.

f. **CAMBRIDGE ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE)**

The AICE program is an international advanced secondary curriculum and assessment program equivalent to the British system of “A-Levels”. AS-Level courses are comprised of curriculum lasting one academic year. A-Level courses encompass all AS-Level curriculum as well as additional topics. A-Level coursework is completed over two academic years. Course equivalencies and related information are available at <http://www.fldoe.org/>.

g. **DUAL ENROLLMENT**

1. The dual enrollment program allows for the enrollment of an eligible secondary student in postsecondary coursework creditable toward high school diploma requirements and an associate or baccalaureate degree. The program provides the eligible secondary student the opportunity to take LSSC courses while concurrently enrolled in high school. The Early Admission program is a form of dual enrollment through which the eligible high school student enrolls at LSSC on a full-time basis in courses that are creditable toward the high school diploma and the associate degree;
2. District high schools are responsible for identifying potential dual enrollment students and referring them to LSSC. Each student must meet the initial and continued eligibility criteria defined in the annual Dual Enrollment Agreement with the public school districts, private schools and home education programs;
3. Courses and programs not available to Dual Enrollment students include: Independent study courses, developmental education courses, physical education courses, and AS Nursing limited access program. Dual Enrollment students are not permitted to audit any LSSC course. A student projected to graduate from high school prior to the scheduled completion of any LSSC course may not register for that course through Dual Enrollment;
4. LSSC collects and shares dual enrollment student grade data with the high school of enrollment using a secure online system. The high school of enrollment records the LSSC course letter grade on the high school transcript;

5. Upon graduation from high school, the student who is planning to continue attending LSSC must submit their official high school transcript along with a completed LSSC Application for Readmission.

h. EDUCATION CREDIT FOR MILITARY SERVICE

1. The student who has completed 180 days of active military duty may be awarded four credit hours of Physical Education credit at LSSC by submitting a DD214 form (military separation form issued by the Department of Defense) to the LSSC Veterans Affairs Certifying Official for evaluation. The LSSC Veterans Affairs Certifying Official collects all documentation from the student to determine whether or not the student has met the criteria;
2. The Admissions and Records Office records four credits of Physical Education credit to the student's course history;
3. Upon receipt of a Joint Services Transcript (JST) or the Community College of the Air Force transcript, the Admissions and Records Office will forward the JST or the Community College of the Air Force transcript to the LSSC VA Academic Advisor. The LSSC VA Academic Advisor will communicate with the student regarding the courses that are eligible to transfer in. Credit will be awarded on a course-by-course basis in relation to the student's declared program of study and courses offered at LSSC following the ACE recommended guidelines or courses listed on the Community College of the Air Force transcript, and with approval from the appropriate Academic Administrator.

i. CAREER PATHWAYS ARTICULATION

Through the Career Pathways Program partnership with Lake and Sumter County Schools, LSSC offers the qualified high school student the opportunity to advance into a postsecondary education program. The student who has completed a Career and Technical Education (CTE) program in high school may be eligible to receive College credits intended to meet requirements in specific programs of study toward an Associate in Applied Science degree, Associate in Science degree, or Technical Certificate. The Career Pathways articulation agreement is updated on a regular basis and contains detailed information regarding participation requirements and the credit opportunities available for completing a related high school program. The student should contact the Dean of Workforce Development for more information.

j. AWARD OF CREDIT FOR LICENSURE OR CERTIFICATION

LSSC may award college credit to students intended to meet requirements toward a specific A.S. or A.A.S. Degree, or Technical Certificate based on specific licensure or certification. Students should consult with the Dean of Workforce Development to determine eligibility for articulation of credit. Eligible students must complete the Articulation Credit Transfer Form and provide a copy of the appropriate license or certification. The appropriate program manager and academic administrator will review documentation and determine the award of credit as defined in the Florida Department of Education Articulation Manual.

The form will be sent to Admissions and Records Office to post the college credit to the student's academic record.

k. **AWARD OF CREDIT FOR COURSEWORK COMPLETED AT INSTITUTIONS THAT ARE NOT REGIONALLY ACCREDITED**

Prior to initial enrollment at LSSC, a student may request credit for coursework obtained at an institution that is not regionally accredited. The student must submit the appeal documentation directly to the Admissions and Records Office for verification of all documents.

Required documentation includes:

1. A completed Request for Evaluation of Online Course form;
2. Official transcripts of coursework;
3. A course description from the term in which the course was taken which is recognized by the American Council on Education;
4. A course syllabus from the term in which the course was taken;
5. A statement on letterhead from the institution indicating the instructor of the course that was taken, the academic credentials of the instructor, the concentration of the instructor's master's degree or specific graduate course titles, and the institution from which the credentials/degree were earned.

Once all documents are received, the student's request will be submitted to the appropriate academic administrator for evaluation. The academic administrator will determine if the instructor's credentials meet those required by SACSCOC and if the course content is of equivalent value to a LSSC course. All coursework approved by the academic administrator will be evaluated using the same guidelines as those for regionally accredited institutions. The academic administrator will determine specific course equivalency for a general education or major course or degree program requirement. Additionally, the equivalency may be granted towards elective credit. Approval of all evaluated coursework will be included in the LSSC official student transcript. Denied requests may be appealed in writing to the Vice President of Academic Affairs.

l. **COMPETENCY BASED CREDIT**

Competency Based Credit (CBC) is a way student may be awarded appropriate credit for demonstration of knowledge gained from previous learning experiences outside the classroom. This learning may result from an industry certification, in-service training, or experience acquired during employment. Credit awarded through existing articulation agreements will be excluded from this process.

Competency Based Credit Guidelines:

1. A student must be enrolled in one of LSSC's Associate in Science (A.S.), Associate in Applied Science (A.A.S.), Baccalaureate degrees, or Technical Certificates and the credits sought through CBC must be applicable to that degree or certificate program. CBC credit cannot be used towards an Associate of Arts (A.A.) degree;
2. A student who transfers to a university or another state college should understand that not all credit earned through CBC will transfer;
3. Students may earn a maximum of 25% of their required credit hours applied towards a degree or certificate program through CBC;
4. Credits awarded through CBC can only be awarded for courses listed in the student's governing catalog;
5. Students must be enrolled in LSSC courses in order to be considered for CBC;
6. Credits awarded through CBC will appear on the student's official transcript as credit only; no grade point values will be assigned to CBC;
7. A student cannot earn CBC for a course in which credit has already been attempted; CBC cannot be used to forgive a grade previously earned in a credit course;
8. A student must pay a \$25 per credit hour non-refundable fee prior to the evaluation;
9. A student must complete 25% of each degree or certificate program's total credit hours at LSSC.

Steps to request Competency Based Credit. The student will:

1. Meet with an LSSC academic advisor to discuss the possibility of being awarded Competency Based Credit for a program course(s);
2. Meet with the Dean to identify the appropriate course(s). The student will receive the Competency Based Credit Request form as well as a copy of the syllabus for the class(es) the student wishes to earn Competency Based Credit;
3. Complete the Competency Based Credit Request form and assemble the portfolio (one per course);
4. Pay the required fee;
5. Submit the completed form and portfolio to the Registrar via email at registrar@lssc.edu;
6. Students will be notified of the portfolio review outcome via Lakehawk email.

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