



## Frederick Community College Procedure

Section 4.12 Academic Standards	Procedure Number	4.12a
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Awarding of Credit	Policy Number	4.12
	Assigned to	Senate
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- A. Credits from Accredited Colleges and Universities – credits may be granted for coursework completed at accredited colleges and universities as recognized by the U. S. Department of Education. Students must have submitted an application to the college along with official transcripts from previously attended institutions to have credits evaluated.

The college follows the general education and transfer policies of the Maryland Higher Education Commission (MHEC). In general, courses will be evaluated to determine equivalency to FCC courses. Courses not equivalent to FCC coursework can be transferred as free elective credit assuming that the student requires free electives in his/her chosen major.

1. Credits will be awarded based on the following standards:
  - a. University System of Maryland College & University Credit—for students transferring from any University System of Maryland (USM) college, all applicable general education coursework with a grade of “D” or above will be accepted in transfer. For non-general education coursework from a USM college, grades of “D” will be accepted only if the calculated GPA for the block of non-general education transfer courses is 2.00 or higher. Grades of “D,” however, will not be accepted for any course within a program of study that requires a grade of “C” or higher. A grade of “D” can be used fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.
  - b. Non-University System of Maryland Colleges—for students transferring from outside of the University System of Maryland, grades of “D” will be accepted only if the cumulative grade point average from that institution is 2.00 or higher. Grades of “D,” however, will not be accepted for any course within a program of study that requires a “C” or higher. A grade of “D” can be used to fulfill a prerequisite unless the prerequisite requires a grade of “C” or higher.
  - c. Foreign College and University Credit—credit may be granted for coursework completed at foreign colleges and universities based upon evaluation by credentialing services. The College recommends the use of AACRAO’s International Education Services or WES (World Education Services) for credentialing but does accept evaluations from

other credentialing services provided that the credentialing service is a member of the National Association of Credentialing Evaluation Services.

2. If a student wishes to request a substitution for a specific requirement in his/her program, permission from the Department Chair of the student's declared program is required.
3. No more than 45 credits in transfer may be awarded toward an Associate Degree. If the previous institution was under the quarter system, credits must be converted to semester hours; quarter hours are multiplied by 2/3 to equal semester credit hours.
4. Transfer credit awarded is based on the major a student has declared. If a student changes his/her major after the transfer evaluation, the student must request a re-evaluation.
5. Credits, not grades, are transferred into the College and, therefore, grades from transfer courses are not calculated into the grade point average at the College. Students submitting a grade of Pass from another institution must show that the equivalent of a grade of "C" or better was attained to have transfer credit awarded.

- B. Credit by Examination/Experiential Credit—Frederick Community College believes that learning is a "lifelong process" and it is not always obtained in a formal learning environment. To recognize that such prior learning occurs, the College offers several different ways in which college credit can be earned. In order to have credit by examination and/or experiential credit evaluated and posted, a student must first be admitted to the College.

Previous credit by examination and/or experiential credit will be evaluated based upon the major chosen on the admissions application. Only credits that are applicable to that major will be accepted in transfer. Therefore, if a student changes his/her major while attending FCC, he/she should request a re-evaluation based upon the new major.

Accepted credits are posted at the top of the official Frederick Community College transcripts under the heading "Transfer Credits." No more than 30 credits by examination/experiential credits may be applied toward an Associate Degree; credit limitations for specific options are identified below.

1. College-Level Examination Program/Defense Activity for Non-traditional Educational Support (CLEP/DSST). Students must have an official copy of their CLEP/DSST scores sent to the Welcome and Registration Center for evaluation and awarding of credit. A list of CLEP/DSST tests accepted by the College and scores required for awarding of credit is published in the College catalog.

The Testing Center Manager serves as the point of contact for CLEP/DSST testing. Procedures for updating, adding, or deleting CLEP/DSST tests are as follows:

- a. The Testing Center Manager will notify the appropriate department when changes to exam content are made, new exams are developed and/or existing exams are to be retired.
- b. Each Department Chair/Department is responsible for reviewing course

content in order to make determinations about CLEP/DSST tests for exams that fall within the disciplines offered by the department. Determinations include whether a particular test should be accepted for college credit, for which course(s) credit would be awarded, the test score required for awarding credit, and the number of credits to be awarded.

- c. The Department Chair will inform the Curriculum Committee of the outcome of any determination made about a CLEP/DSST test including any changes to which tests should be accepted for college credit, for which course(s) credit would be awarded, the test score required for awarding credit, and the number of credits to be awarded.
  - d. Determinations about whether or not to accept a CLEP/DSST test should be based not only on the content of the particular course being evaluated, but also the transferability of an accepted CLEP test across the State of Maryland and/or the country.
2. Advanced Placement Examinations. These subject matter examinations sponsored by the Educational Testing Services are generally administered through high schools at the culmination of Advanced Placement course offerings. Students who have taken Advanced Placement examinations must have an official copy of their scores sent to the Welcome and Registration Center for evaluation and awarding of credit. A list of Advanced Placement examinations accepted by the College and required scores is published in the College catalog.

Procedures for updating, adding, or deleting Advanced Placement examinations are as follows:

- a. Each Department Chair/Department is responsible for reviewing course content in order to make determinations about Advanced Placement examinations for disciplines that fall within the department. Determinations include whether a particular test should be accepted for college credit, for which course(s) credit would be awarded, the test score required for awarding credit, and the number of credits to be awarded.
  - b. The Department Chair will inform the Curriculum Committee of the outcome of any determination made about an Advanced Placement examination including any changes to which examinations should be accepted for college credit, for which course(s) credit would be awarded, the test score required for awarding credit, and the number of credits to be awarded.
  - c. Determinations about whether or not to accept an Advanced Placement examination should be based not only on the content of the particular course being evaluated, but also the transferability of an accepted Advanced Placement examination across the State of Maryland and/or the country.
3. Departmental Examination. If no CLEP exam is available for a subject in which a student is knowledgeable or skilled, the student may contact the instructor teaching the equivalent course at FCC for permission to receive credit for the course by examination. Courses for which an examination is inappropriate (laboratory, experiential, or interactive courses) are excluded. A

departmental examination may be taken only once. If the student passes a departmental examination with a grade of “C” or better, he/she will earn the stipulated number of credits for the course. A student’s transcript will show credit for the specific courses that were taken on a credit-by-examination basis. No grade will be recorded, but credits may be counted toward degree requirements. All credits awarded through departmental examinations are assessed 50% of the college’s current tuition for credit courses. Forms are available in the academic departments. If a student is enrolled in a class for which they subsequently request a departmental exam, no refund is available. No more than 15 credits total may be earned through portfolio and departmental examinations combined.

4. **Portfolio Development.** The portfolio development process allows students an opportunity to demonstrate college-level knowledge acquired from work, independent reading, training programs, volunteer activities, and other life experiences. Compiled in notebook format, the portfolio reflects student-generated evidence of learning that satisfies a specific FCC course. Following development, the portfolio is submitted to the college for credit review by the faculty. Students are responsible for 50% of the tuition for any credits awarded and entered on the student’s transcript. No more than 15 credits total may be earned through portfolio and departmental examinations.
5. **Independent Study.** The independent study program permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development. Independent study honors classes are listed in the schedule of classes each semester.

Students interested in non-honors independent study classes can apply by obtaining an independent study application from the Vice President for Learning or appropriate Department Chair and contacting a faculty member who is willing to supervise the independent study. Completed independent study forms must be submitted to the Welcome and Registration Center. Students must adhere to the add/drop dates in the schedule of classes.

6. **Internship.** The internship program allows students to gain work experience as well as earn academic credit for structured learning that occurs through full- or part-time employment related to their academic majors.

To be eligible, students must meet the following guidelines:

- a. Completed a minimum of 12 credits prior to registering for an internship.
- b. Earned a minimum grade point average of 2.0.
- c. Obtained approval from the internship coordinator prior to registering for an internship.
- d. Followed the add/drop dates in the schedule of classes.

**Requirements:** Internship credits can be earned through either part- or full-time employment. Part-time employment (paid or unpaid) is normally carried on concurrently with full- or part-time school enrollment. Hours of employment may vary, according to type of position. Full-time employment under the internship program is normally carried out while attending school part-time. A written assignment is completed based on work experiences. A faculty member, selected by the Program Manager or Department Chair, will approve the

assignment, assist with the development of student outcome goals, maintain contact with the work site and assign a grade at the end of the semester.

Grades are based on the student's completion of outcome goals, work experience evaluation and the employer's evaluations.

7. Training in Non-collegiate Institutions and Organizations. Credit may be granted for educational programs which apply to the students' program which have been successfully completed at non-collegiate organizations such as government agencies, corporations and businesses. Non-collegiate courses must be described in *A Guide to Education Programs in Non-Collegiate Organizations*, compiled by the Commission of Education Credit of the American Council on Education (ACE) or the University of the State of New York (PONSU). Official transcripts or supporting documentation for such courses must be submitted to the Welcome and Registration Center at Frederick Community College. No more than 45 credits may be earned through non-collegiate institutions and organizations training.
8. Military Training and Education. Credits may be granted for a variety of formal military, vocational, and educational programs. Programs must be described with credit recommendations in the American Council on Education's (ACE) *Guide to the Evaluation of Educational Experience in The Armed Services*. Official Community College of the Air Force transcripts, AARTS, SMART, DD214, DD295, or other military transcripts must be submitted to the Welcome and Registration Center. No more than 45 credits may be earned through military training and education.