

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS
Subject: Alternative Credit
Effective: January 10, 2011
Number: ES4544

I. Institutional Regulations

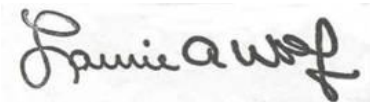
- A. The College will develop a process for granting alternative credit for prior learning.
- B. At Program Director discretion or when credit by examination is not available, the alternative credit process will allow:
 1. DMACC personnel to request that DMACC non-credit training be converted and applied as credit course work.
 2. Students to request their DMACC non-credit work to be assessed for equivalency to DMACC credit coursework.
 3. DMACC non-credit when converted to institutional credit to be considered earned in residence at DMACC.
 4. Non-credit course work if converted to DMACC courses to be designated as core and to fulfill program requirements as a core course.
 5. Businesses to request their non-credit work to be assessed for award of DMACC credit.
 6. Students to request credit for External Certification/Licensure.
 7. Students to request evaluation for award of experiential credit including but not limited to work experience credit, credit from non-accredited institutions, training, and other experiential learning.
- C. A minimum of 12 credits must be earned at DMACC before alternative credit will be applied to the student's academic record.
- D. A maximum of 18 alternative credits may be awarded.
- E. Alternative credit is defined as college credit earned outside of DMACC credit course completion, transfer or credit by examination.
- F. Alternative credit requests cannot be made to replace a failing grade for a course previously attempted. A course withdrawal does not constitute a course attempt.
- G. The student will be assessed an administrative fee of \$25 per application plus one half of the tuition per credit for each Application for Alternative Credit unless otherwise specified in the procedure.
- H. ES 4544 does not exempt students from complying with all DMACC procedures including Residency (ES 4590) and Graduation Award Conferral (ES 4592) procedures. Alternative credit may not count as institutional residence credit unless converted from DMACC non-credit to DMACC credit.

II. Procedure

- A. A request for conversion of DMACC non-credit course work to DMACC credit course work may be initiated by any DMACC personnel by completing the Application for Alternative Credit Form (ES 4544-1). The Non-Credit to Credit Conversion Form (ES 4544-2) will need to be attached to identify requested courses in the non-credit area.
 1. The non-credit course must meet the following requirements:
 - a. Completion of 80% of required course competencies.
 - b. Required seat time.
 - c. Instructor has credentials to teach the equivalent credit course.
 2. The assessment instrument and a completed Portfolio Worksheet (ES 4544-3) used to verify student competency achievement and the Instructor Qualification Form (ES 4544-4) must be attached to the Non-Credit to Credit Conversion Form (ES 4544-2).

3. The Non-Credit to Credit Conversion Form (ES 4544-2) must be signed by the program chair, Dean/Provost, and Registrar.
 4. These conversion agreements will be in effect for three years from the signature date at which time they must be reviewed and resubmitted for renewal.
 5. A record of all approved non-credit to credit coursework will be archived by the DMACC Registrar's Office.
 6. After the conversion is officially archived with the Registrar's Office, a student must request the credit be awarded. The credit is not awarded automatically. The student must submit the Application for Alternative Credit Form (ES 4544-1) to the Registrar's Office. There will be no tuition fee for DMACC non-credit coursework conversion.
- B. If a conversion agreement is not on file in the Credentials Office, a student may request alternative credit for DMACC non-credit coursework.
1. The student must meet with the Dean/Provost and/or program chair to determine if alternative credit is appropriate for their program.
 2. If determined appropriate, the student should begin the process by completing Application for Alternative Credit Form (ES 4544-1).
 3. The Dean/Provost will require the student to demonstrate competency and submit a completed Portfolio Worksheet (ES 4544-3). The Application (ES 4544-1) must be signed by the program chair, Dean/Provost, and Registrar. All forms (ES 4544-1, 4544-2, 4544-3, and 4544-4) will then be submitted to the Registrar's Office for processing and application of credit.
 4. DMACC non-credit to credit conversion is only counted as institutional residence credit.
- C. Businesses may request DMACC credit for their internal training or coursework. They can initiate the process by completing the Application for Alternative Credit (ES 4544-1).
1. Before non-credit coursework can be considered eligible, the program area Dean/Provost, with the assistance of the program chair, will evaluate the non-credit course/training. This equivalency must be outlined and demonstrated on a completed Portfolio Worksheet (ES 4544-3). The non-credit course/training must meet the following requirements:
 - a. Completion of 80% of required course competencies.
 - b. Required seat time.
 - c. Instructor has credentials to teach the equivalent credit course. The Non-Credit to Credit Conversion Instructor Qualification Form (ES 4544-4) is to be submitted.
 2. The Non-Credit to Credit Conversion Form (ES 4544-2) must be signed by the program chair, Dean/Provost, and Registrar.
 3. These conversion agreements will be in effect for three years from the signature date, at which time they will need to be reviewed and resubmitted for renewal.
 4. A record of all approved non-credit to credit coursework will be archived by DMACC Registrar's Office.
 5. After the conversion is officially archived with the Registrar's Office, a student must request the credit be awarded. The credit is not awarded automatically. The student must submit the Application of Alternative Credit Form (ES 4544-1) to the Registrar's Office.
- D. If a student has earned certification or licensure from a recognized state or national examination but has not taken that coursework at DMACC, the student may apply for DMACC credit for comparable coursework.
1. A student should begin the process by:
 - a. Completing and submitting Application for Alternative Credit Form (ES 4544-1).
 - b. Completing and submitting Application for Alternative Credit Through External Certification/Licensure (ES 4544-5).
 - c. Submitting a copy of the earned license/certificate.
 2. The state or national examination must have been successfully completed no more than two years from the date of submission of the application for Alternative Credit, Form (ES 4544-1).

3. To obtain credit through this process the program chair and Dean/Provost must approve all requests. The forms (ES 4544-1 and 4544-5) will then be submitted to the Registrar's Office for approval and processing.
- E. A student may request an evaluation of experiential credit.
1. The student must complete Application for Alternative Credit Form (ES 4544-1).
 2. The student must attach their portfolio. The portfolio will include but is not limited to:
 - a. Tangible examples of competencies or a completed Portfolio Worksheet (ES 4544-3).
 - b. A current resume.
 - c. A job description that clearly defined duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested.
 3. The application must then be reviewed and approved by the program chair, Dean/Provost, and Registrar.
 4. If approved, the application with all supplemental documentation must be submitted to the Registrar's Office for processing and application.
- F. Alternative credit will be applied to the student's academic record as follows:
1. The alternative credit will be denoted on the student's transcript with an "L".
 2. The credit will not apply to the grade point calculation.
 3. Credits earned through this procedure are subject to the receiving institution's transfer credit policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.
- G. Appeals Process
1. If the Application for Alternative Credit (ES 4544-1) is denied, the student will be notified in writing by the program chair, Dean/Provost or Registrar. The Application and a copy of the denial letter must be submitted to the Registrar's Office for inclusion in the student's academic record.
 2. The student may appeal the decision to the Executive Vice President, Academic Affairs/Provost, Ankeny Campus.
 3. The appeal must be made in writing and submitted within 10 business days of the denial.



APPROVED: _____
Executive Dean, Student Services

Date: 7/26/10 _____



Executive Vice President, Academic Affairs/
Provost, Ankeny Campus

Date: 7/26/10 _____

APPLICATION FOR ALTERNATIVE CREDIT (ES 4544-1)

Students must submit a \$25 administrative fee to initiate the alternative credit request.

Type of Alternative Credit:

Please check appropriate box below. A separate application is required for each alternative credit request.

- Procedure A. - DMACC personnel requesting DMACC non-credit training to be converted to DMACC credit coursework
 - Attach forms ES4544-2, ES 4544-3, and ES 4544-4 to process
- Procedure B. - Student requesting DMACC non-credit training be converted to DMACC credit coursework
 - Attach forms ES4544-2, ES 4544-3, and ES 4544-4 to process
 - Enclose \$25 administrative fee
- Procedure C - Business requesting non-credit work be assessed for equivalency to DMACC credit coursework
 - Attach form ES4544-3 and ES4544-4
- Procedure D - Student requesting alternative credit for External Certification/Licensure
 - Attach form ES 4544-5
 - Enclose \$25 administrative fee
- Procedure E - Student requesting alternative credit for past learning including work experience and experiential learning
 - Attach 4544-3 and supporting documentation
 - Enclose \$25 administrative fee

Name of Applicant Student ID Number if applicable

Street Address

City State Zip

Telephone Email

I have read the attached policy ES 4544 and understand my request for credit may be or may not be approved.

Signature Date

DMACC course and credit requested: (i.e. MGT 145 or BUS 802): _____

Program Chair: _____ Approve Deny
Signature Date:

Dean/Provost: _____ Approve Deny
Signature Date:

Registrar: _____ Approve Deny
Signature Date:

OFFICE USE ONLY

Administrative Fee of \$25 Received: _____ Tuition Received: _____
Date Date

Credit added to transcript: _____ Applicant Notified: _____
Date Date

SAMPLE PORTFOLIO WORKSHEET – OUTLINE WHAT YOU KNOW

(Example of a completed form.) ES 4544-3 Page 1 of 2

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)	1897-1990 Administrative Assistant position, Union Service Agency	<ul style="list-style-type: none"> • Maintained inventory control of publications • Correspond with clients • Wrote copy for press • Prepared monthly budget • Supervised clerical staff 	<ul style="list-style-type: none"> • Organizational procedures • Problem solving • How to write letters and memos • How to prepare new copy • How to set up account books • How to deal with difficult personnel issues 	<ul style="list-style-type: none"> • How to develop inventory control • How to write more effectively • Public relations • How to monitor accounts • Personnel policies and procedures 	<ul style="list-style-type: none"> • Official job description from employer • Letter from supervisor • Resume • Documentation of past work (copy of a budget, letters written) • Any documentation of training taken place at work
	1998 Elected Board Treasurer	<ul style="list-style-type: none"> • Prepared budget proposals for Board • Reviewed expenditures of school district • Worked with state auditors • Prepared budget statements for district newsletter • Gave public presentations of annual budget report 	<ul style="list-style-type: none"> • Thorough knowledge of state and local budget • How to explain budget and provide necessary information • How to write professionally • How to speak professionally 	<ul style="list-style-type: none"> • Budgeting on a big scale • Fiscal management • Professional writing procedures • How to be persuasive • Improvement of public speaking • Public relations 	<ul style="list-style-type: none"> • Examples of professional writing • Examples of prepared budgets • Video or documentation of presentations made

SAMPLE PORTFOLIO WORKSHEET – OUTLINE WHAT YOU KNOW

(Example of a completed form.) ES 4544-3 Page 2 of 2

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Education: Non-credit courses, training, licensure and seminars (use for non-credit to credit conversion. Be sure to match to DMACC competencies.)	Stress Management Workshop GCCCU			<ul style="list-style-type: none"> • Effective breathing exercises • How to decrease burn out 	<ul style="list-style-type: none"> • Certificate from course • Registration form
Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc)	2002-2007 GRRAND (Golden Retriever Rescue and Adoption of Needy Dogs)	<ul style="list-style-type: none"> • Home visits • Coordinated follow up calls 	<ul style="list-style-type: none"> • How to explain policies and procedures very clearly 	<ul style="list-style-type: none"> • Public speaking • How to lead other volunteers effectively 	<ul style="list-style-type: none"> • Pictures from events • Information given out at home visits • Letter of reference from volunteer supervisor
	Volunteer vacation to Australia	<ul style="list-style-type: none"> • Lived on conservation property • Worked throughout property (feeding animals, planting trees, etc.) 	<ul style="list-style-type: none"> • How to live/work with different cultures 	<ul style="list-style-type: none"> • Ecological concerns in foreign countries 	<ul style="list-style-type: none"> • Acceptance letter • Pictures • Itinerary

PORTFOLIO WORKSHEET – OUTLINE WHAT YOU KNOW

(Please attach all documentation to this form.) ES 4544-3

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)					
Education: Non-credit courses, training, licensure and seminars (use for non- credit to credit conversion. Be sure to match to DMACC competencies.)					
Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc)					

**NON-CREDIT TO CREDIT CONVERSION INSTRUCTOR QUALIFICATION FORM
(ES 4544-4)**

Course Title: _____ Course Number: _____

This instructor is qualified to teach the course because:

Please check all that apply and complete comment area or attach supporting documentation.

Education in Field _____

Describe Education:

Experience in Field _____

Describe Experience:

Teaching Experience _____

Describe Experience:

Skill Verification _____

Describe Skills:

Train the Trainer Program _____

What courses have they been trained to teach:

Where did Train the Trainer program take place?:

Name of Instructor _____ Date _____

Name of Person Completing Form _____ Date _____

Dean/Provost _____ Date _____

Attach to Non-Credit to Credit Conversion Form ES 4544-2 and ES 4544-3

APPLICATION FOR ALTERNATIVE CREDIT THROUGH EXTERNAL CERTIFICATION/LICENSURE (ES 4544-5)

Credit being requested with Certificate/Licensure(s): Copies of certificate/licensure must be attached to this application.

Title of Certificate/Licensure Completed	Date Completed	Title of DMACC Course	Course Number	Credits

I request the above credit for my certificate/licensure(s). I understand that the credit may or may not be awarded. I have attached copies of my certificate/licensure(s) to this application. I understand my certificate/licensure(s) must not have been earned more than two years from the ES 4544-1 application date to receive credit.

Student Signature

Date

I have reviewed the attached Certificate/Licensure(s) and after evaluation determined them to be equivalent to the above DMACC coursework. Attached is documentation of the evaluation of the certificate/licensure(s).

Program Chair

Date

Approve Deny

Dean/Provost

Date

Approve Deny

Registrar

Date

Approve Deny