

WYTHEVILLE COMMUNITY COLLEGE

Credit

Through

Advanced Standing

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Introduction

Wytheville Community College recognizes that learning takes place in a variety of ways including work experiences, extensive reading, hobbies or avocational endeavors, and other similar activities. The basic premise of the advanced standing process is that program-placed students shall be given the opportunity to earn appropriate college credit when their previous studies, training, or life and work experiences have already provided the knowledge, competencies, or skills associated with a course. The College's commitment to this philosophy of advanced standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction.

Definition of Advanced Standing

Advanced standing is the award of academic credit for subject matter competency that has been gained by previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual participation in the Advanced Placement (AP) program of the College Entrance Examination Board; other placement examinations; articulation agreements with other institutions; transfer credit from other accredited institutions of higher learning; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; or experiential learning.

Criteria Governing Advanced Standing

The following criteria apply to all forms of advanced standing:

- To be eligible for advanced standing, you must be currently enrolled in a program at the College.
- Advanced standing must be applied toward a specific program at the College. Non-curricular students are not eligible for advanced standing.
- In order to graduate from WCC, a student must complete a minimum of 25% of the total credits required for the degree, diploma, certificate, or career studies certificate at WCC.
- Transfer credit may be awarded for up to 75% of the degree, diploma, certificate, or career studies certificate requirements. Credit-by-portfolio may be awarded for up to 25% of the academic degree's requirements. In all cases, at least 25% of the academic degree requirements must be completed at WCC for a student to be awarded a degree, diploma, certificate, or career studies certificate.
- Award of credit through advanced standing shall be given, to the extent possible, for courses listed in the current WCC Catalog and Student Handbook. In certain instances, advanced standing credit may be awarded for courses listed in the Virginia Community College System Master

Course Guide.

- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through advanced standing.
- Students may not petition for Credit by Examination for a particular course if they have enrolled (either for credit or audit) in that course, either at WCC or at another institution.
- The College reserves the right to place a time limit on prior learning experiences for which advanced standing may be granted. The College has a time limit for accepting credit for technical courses taken previously at other institutions. The Vice President of Instruction, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago can be used in the student's current program of study.
- Students are responsible for providing the College with appropriate official documentation of prior learning. In the case of foreign transcripts, the student must assume the responsibility of having transcripts translated and evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts is found on page 15 of this document.
- The official transcript shall specify equivalent course(s) and the number of credits awarded for advanced standing. Advanced standing credit shall be distinct from earned course credit.
- No grades, grade point average, or other indication of academic standing shall be associated with advanced standing entries on the official transcript.
- Credit awarded through advanced standing is applicable only to WCC's curricular requirements. Students are cautioned that credits awarded through AP examinations, articulation agreements, CLEP examinations, credit-by-examination, credit-by-portfolio, or other means of advanced standing may not be accepted for transfer by other post-secondary institutions.

Advanced Standing Credit through Placement Examinations

WCC awards credit for successful completion of Advanced Placement examinations in high school. Credit will be granted for a score of “3” or higher on examinations that are applicable to program requirements. To receive AP credit, you are required to provide the Admissions and Records Office with official score reports from the College Entrance Examination Board (CEEB). Please see www.collegeboard.com/ap for information about how to request an official score report.

Advanced Placement (AP) Credit Examinations

Exam Title	Required Score	WCC Course(s)	Credits
Art History	3	ART 101, ART 102	6
Biology	3	BIO 101, BIO 102	8
Calculus AB	3	MTH 173	5
Calculus BC	3	MTH 173, MTH 174	10
Chemistry	3	CHM 111, CHM 112	8
Computer Science A	3	ITD 120	4
Economics: Macro	3	ECO 201	3
Economics: Micro	3	ECO 202	3
English Language and Composition	3	ENG 111, ENG 112	6
English Literature and Composition	3	ENG 111, ENG 112	6
Environmental Science	3	ENV 121	4
European History	3	HIS 101, HIS 102	6
French Language and Culture	3	FRE 101, FRE 102	8
German Language and Culture	3	GER 101, GER 102	8
Government & Politics: Comparative	3	PLS 120	3
Government & Politics: United States	3	PLS 211	3
Human Geography	3	GEO 210	3
Italian Language and Culture	3	ITA 101, ITA 102	8
Music Theory	3	MUS 111, MUS 112	8
Physics B	3	PHY 201, PHY 202	8
Physics C: Mechanics	3	PHY 241	4
Physics C: Electricity and Magnetism	3	PHY 242	4
Psychology	3	PSY 200	3
Spanish Language and Culture	3	SPA 101, SPA 102	8
Statistics	3	MTH 146 or 157 or 240	3
U.S. History	3	HIS 121, HIS 122	6
World History	3	HIS 111, HIS 112	6

College Level Examination Program (CLEP)

General Exams

WCC awards credit for successful completion of CLEP general examinations. Credit will be granted for a score of 50 or higher on examinations applicable to program requirements. To receive credit for a CLEP general exam, students must provide the Admissions and Records Office with official score reports from the College Entrance Examination Board (CEEB). Please see www.collegeboard.com/clep for information about how to request an official score report.

CLEP Examinations

Exam Title	Required Score	WCC Course(s)	Credits
Business			
Financial Accounting	50	ACC 211	4
Information Systems and Computer Applications	50	ITE 115	3
Introductory Business Law	50	BUS 241	3
Principles of Management	50	BUS 200	3
Principles of Marketing	50	MKT 100	3
Composition & Literature			
American Literature	50	ENG 241, ENG 242	6
Analyzing and Interpreting Literature	50	English Literature Electives	6
College Composition	50	ENG 111, ENG 112	6
College Composition Modular	50	ENG 111, ENG 112	6
English Literature	50	ENG 243, ENG 244	6
Humanities	50	HUM 100, Humanities Electives	6
History & Social Sciences			
American Government	50	PLS Elective	3
History of the United States I	50	HIS 121	3
History of the United States II	50	HIS 122	3
Human Growth and Development	50	PSY 230	3
Introduction to Educational Psychology	50	Psychology Elective	3
Introductory Psychology	50	PSY 200	3
Introductory Sociology	50	SOC 200	3
Principles of Macroeconomics	50	ECO 201	3
Principles of Microeconomics	50	ECO 202	3
Social Sciences and History	50	Social Science Electives	6
Western Civilization I	50	HIS 101	3
Western Civilization II	50	HIS 102	3

CLEP Examinations (continued)

Exam Title	Required Score	WCC Course(s)	Credits
Science & Mathematics			
Biology	50	BIO 101, BIO 102	8
Calculus	50	MTH 173 or MTH 263	4
Chemistry	50	CHM 101, CHM 102	8
College Algebra	50	MTH 163 or MTH 161	3
College Mathematics	50	MTH 151 or MTH 154	3
Natural Sciences	50	NAS Electives	8
Precalculus	50	MTH 164 or MTH 162	3
World Languages			
French Language – Level 1	50	FRE Electives	8
French Language – Level 2	59	FRE Electives	8
German Language – Level 1	50	GER Electives	8
German Language – Level 2	60	GER Electives	8
Spanish Language – Level 1	50	SPA 101, SPA 102	8
Spanish Language – Level 2	63	SPA 201, SPA 202	8

Defense Activity for Non-Traditional Educational Support (DANTES) and DSST (DANTES Subject Standard Test)

WCC will award credit for acceptable scores on DANTES/DSST college-level examinations as recommended by the American Council on Education (ACE). Several types of examinations are reported: end of course examinations for correspondence, extension courses from accredited colleges and universities, College-Level Tests of General Educational Development given prior to 1960, and General Examination of the College-Level Examination Program. Also, college course credit may be granted for tests administered by the United States Armed Forces Institutes (USAFI) prior to June 1, 1975. Scores at the 40th percentile and above are accepted by WCC. Scores at the 20th percentile and above are accepted for DANTES exams taken prior to September 1981.

To receive credit for a DANTES/DSST examination, the student is required to provide the Admissions and Records Office with official score reports.

DANTES Examinations

Exam Title	Required Score	WCC Course(s)	Credits
Business			
Business Law II	44	BUS 241	3
Business Mathematics	48	MTH 141	3
Human Resource Management	46	BUS 205	3
Introduction to Business	46	BUS 100	3
Introduction to Computing	45	ITE 115	3
Management Information Systems	46	BUS 226	3
Money and Banking	48	BUS Elective	3
Organizational Behavior	48	BUS 115	3
Personal Finance	46	BUS Elective	3
Principles of Finance	46	BUS EEE	3
Principles of Financial Accounting	47	ACC 211	3
Principles of Supervision	48	BUS 118	3
Education			
Foundations of Education	46	EDU 200	3
General Electives			
Principles of Public Speaking	47	CST 100	3
Technical Writing	46	ENG 115	3
Health			
Here's to Your Health	48	HLT Elective	3

DANTES Examinations (continued)

Exam Title	Required Score	WCC Course(s)	Credits
History			
A History of the Vietnam War	44	HIS 277	3
Rise and Fall of the Soviet Union	45	HIS Elective	3
The Civil War and Reconstruction	47	HIS 269	3
Western Europe Since 1945	45	HIS 102	3
Humanities			
Art of the Western World	48	ART Elective	3
Ethics in America	46	PHI Elective	3
Introduction to World Religions	48	REL Elective	3
Math			
Fundamentals of College Algebra	47	MTH 163	3
Principles of Statistics	48	MTH 157	3
Science			
Astronomy	48	NAS Elective	3
Environment and Humanity: The Race to Save the Planet	46	NAS Elective	3
Physical Geology	46	GOL Elective	3
Principles of Physical Science I	47	NAS Elective	3
Social Science			
An Introduction to the Modern Middle East	47	HIS Elective	3
Criminal Justice	49	ADJ 100	3
Drug and Alcohol Abuse	49	HLT Elective	3
Fundamental of Counseling	45	PSY Elective	3
General Anthropology	47	Social Science Elective	3
Human/Cultural Geography	48	GEO 210	3
Introduction to Law Enforcement	45	ADJ 110	3
Lifespan Developmental Psychology	46	PSY 230	3

Advanced Standing through Credit-by-Examination

In disciplines where no CLEP or AP exam is accepted by Wytheville Community College, locally developed course "challenge" exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

In order to be eligible for credit-by-exam, the student must be admitted to the college in a program of study, and the request must be made with at least two weeks' prior notice of the requested exam date. Challenge exams are not available for all courses taught at the college. Requests for course exams must be submitted to the appropriate division office.

Dean approval is not required for AST 101, AST 114, and AST 117 requests. Requests to take the AST 101 credit by exam test should be submitted through the Administrative Support Technology division. Requests for AST 114 and AST 117 can be made through the Academic Resource Center.

Each challenge exam may be taken only one time for a course, and the student must attain a grade of "C" or better in order to receive credit for the exam. An exam may not be used to remove grades of "I", "F", "X", or "W", or to improve a grade already earned. Credits awarded by challenge examination may apply toward graduation requirements and will become part of the student's permanent record. However, the grade earned on the exam will not be recorded or calculated into the student's cumulative GPA.

Authorization will not be given for a challenge exam under any of the following circumstances:

- The student has previously audited the course.
- The student has previously scheduled and failed the course.
- The student has enrolled in the course, but has withdrawn after the first two calendar weeks from the day the semester begins.
- The student is currently enrolled in the course.
- The course is either a prerequisite or an introduction to a course already completed.

Once a credit by exam test has been passed, the appropriate test administrator will notify the Admissions and Records office so the credit can be posted to the student's account.

Advanced Standing Credit through Articulation Agreements

WCC-Virginia State Police/New River Criminal Justice Training Academy Articulation Agreement

WCC awards credit-by-articulation for competencies gained through successful completion of the Virginia State Policy Academy or the New River Criminal Justice Training Academy program.

Graduates of the Virginia State Policy Academy receive articulated credit for:

- ADJ 100: Survey of Criminal Justice (3 credits)
- ADJ 111: Law Enforcement Organization and Administration I (3 credits)
- ADJ 211: Criminal Law, Evidence, Procedures I (3 credits)
- ADJ 115: Patrol Procedures (3 credits)
- ADJ 236: Principles of Criminal Investigation (3 credits)
- PED electives (3 credits)
- ADJ elective (at the discretion of the program head (3 credits)

Graduates of the New River Valley Criminal Justice Training Academy receive articulated credit for:

- ADJ 100: Survey of Criminal Justice (3 credits)
- ADJ 211: Criminal Law (3 credits)
- ADJ 115: Patrol Procedures (3 credits)
- ADJ 236: Criminal Investigation (3 credits)
- PED electives (3 credits)

Students must submit official documentation from the appropriate Training Academy in order to request credit-by-articulation.

Licensed Practical Nurse (LPN)

LPN's certified in Virginia may be granted credit for the first-year Nursing courses following the successful completion of NUR 115 designed to bridge the gap between LPN training and the first year of the WCC Nursing program. A "C" grade or better is required in this course. Students wishing to receive credit for their LPN training must apply for admission to the LPN to RN Bridge program, be admitted to the program, and complete all requirements as specified in the Nursing Advanced Placement Bridge LPN to RN Transition Program Packet.

Advanced Standing Credit through Training Provided by Other Programs

American Red Cross/American Heart Association Certifications

WCC will grant credit for competencies gained through First Aid and CPR certifications. The student must show a current certification card (with valid expiration date) in order to be eligible for credit.

HLT 105 (1 credit) will be awarded for:

- American Red Cross Adult CPR
- American Red Cross Community CPR
- American Red Cross CPR for the Professional Responder
- American Heart Association Basic Life Support
- American Heart Association Health Care Provider

HLT 106 (2 credits) will be awarded for:

- American Red Cross First Aid and Safety or Standard First Aid
- American Red Cross Community First Aid and Safety or Standard First Aid
- American Red Cross Community First Aid and Safety or Standard First Aid
- American Heart Association First Aid Provider

***** Please note that students must satisfy the CPR and First Aid requirements of their respective health program.**

Commonwealth of Virginia Emergency Medical Systems/Emergency Medical Technician Certifications

Two credits of HLT or PED electives for EMS First Responder certification or EMT-B or higher-level EMT certification.

Microsoft Office Specialist Exams (MOS Certifications)

Credit can be awarded for ITE 115 with proper documentation of successful completion of MOS Certifications in Microsoft Excel, Access, Word, AND PowerPoint. All 4 certifications must be achieved prior to requesting credit and all certifications must be no more than one generation old. For example, Microsoft Office 2010 certifications can be used for credit if the ITE 115 course is being taught using Microsoft Office 2013 at the time of the request. Students interested in receiving credit for ITE 115 must contact the Admissions Office.

Advanced Standing Credit through Training Provided by Other Programs (continued)

Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP)

The CPS and CAP examinations are developed and administered by the International Association of Administrative Professionals. The three part CPS examination tests secretarial skills, with emphasis on judgment, understanding, and administrative policy ability gained through education and on-the-job experience. The CAP exam covers communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions, and human resources. The award of credits is based upon American Council on Education (ACE) recommendations.

Upon successful completion of **all** parts of the CPS or CAP exam, and with the authorization of a faculty advisor, students may be awarded credit for the following courses:

Course Number	Course Title	Credits
ACC 211	Principles of Accounting I	3
AST 117	Keyboarding	1
AST 232	Microcomputer Applications	3
AST 243	Office Administration I	3
AST 244	Office Administration II	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 241	Business Law I	3
ECO 201	Principles of Economics I	3
PSY 120	Human Relations	3

Effective Summer 1998, students placed in the AST program may receive credit for the following courses: ACC 211, AST 243, AST 244, BUS 205, BUS 241, ECO 120 and PSY 120. AST students must complete all other courses required for the degree before these credits are posted on the transcript. This recommendation was made by the AST VCCS Peer Group and approved by the Advisory Committee of the Deans and Provosts.

For information on the CPS and CAP exams, please contact:

International Association of Administrative Professionals
10502 N. Ambassador Drive, Suite 100
Kansas City, MO 64153
Web Address: <http://www.iaap-hq.org/>

Advanced Standing Credit through Transfer of Credit Awarded at Another College

WCC will award transfer credit for courses completed at other post-secondary educational institutions, provided certain criteria are met.

The student must:

Be admitted to WCC and be enrolled in a program of study.

- Request that an official transcript be sent to the Admissions and Records Office from the previous institution (if the former college is not a VCCS college). Official transcripts are not needed for VCCS colleges because an electronic transcript can be viewed.
- Have achieved a grade of “C” or higher in any course for which transfer credit is requested. Courses with “P” grades will be awarded transfer credit only if the transcript indicates that credit hours were awarded and that the “P” grade is equivalent to a “C” or higher grade.
- Complete at least 25% of their degree requirements at WCC (no more than 75% of graduation requirements can be awarded through transfer credit or another advanced standing method).

Other criteria for the award of transfer credit include:

- Only credit hours are transferred to WCC, not grades or grade point average.
- Courses for which transfer credit is awarded must be similar in content, credit, and learning outcomes to their counterpart courses at WCC.
- Credit for computer software courses may not be transferrable if completed five or more years prior. Such credits may be reviewed on a course-by-course basis.
- Courses will be evaluated on a course-by-course basis to determine equivalency to WCC course content and learning outcomes. In some cases, students will be required to complete credit-by-examination or other evaluation measures in order to establish equivalency.
- Transcripts from non-U.S. institutions must be evaluated by an approved evaluation agency. The official transcript evaluation must be sent directly from the agency to WCC. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. The following page contains a list of approved agencies for the evaluation of transcripts from non-U.S. institutions.

Approved Agencies for the Evaluation of Transcripts from Non-U.S. Institutions

Center for Educational Documentation
PO Box 170116
Boston, MA 02117
Telephone: 617-338-7171
Fax: 617-338-7101
Email: info@cedevaluations.com

Global Credential Evaluators, Inc.
PO Box 9203
College Station, TX 77842
Telephone: 800-707-0979
Web Address: <http://gceus.com/>

International Education Research Foundation
PO Box 3665
Culver City, CA 90231-3665
Telephone: 310.258.9451
Fax: 310.342.7086
Web Address: <http://ierf.org/>

Josef Silny and Associates
7101 SW 102 Avenue
Miami, FL 33173
Telephone: (305) 273-1616
Fax: (305) 273-1984
Email: translation@jsilny.org

World Education Services, Inc.
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087
Telephone: 212-966-6311
Fax: 212-739-6120
Web Address: www.wes.org/

- Program faculty will be consulted about the award of transfer credit for occupational-technical courses completed more than five years previously.
- Credit for SDV 100: College Success Skills (1 credit) will be waived if the student has completed an associate or baccalaureate degree program at an accredited college or university.

Advanced Standing Credit through Documentation of Military Training

WCC may grant credit for military service training based upon the most current recommendations provided in the American Council of Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following:

- Joint Services Transcript (JST)
- ARMY AARTS transcript
- Navy/Marine Corps SMART transcript
- Community College of the Air Force transcript
- DD295 or DD214
- Other official documentation recommended by ACE

Students who submit an official JST, AARTS, or SMART transcript will receive a minimum of two credits of health/physical education credit.

Advanced Standing Credit by Portfolio

What is a portfolio?

A portfolio is a formal written document, presented by the student to Wytheville Community College, for the purpose of demonstrating achievement of learning outcomes in a setting outside of the college classroom.

If you believe that you possess life or work experience that has resulted in the achievement of learning outcomes comparable to those of a specific WCC course(s) **and** that you have objective documentation that you have achieved those outcomes, then you may request the award of credit by portfolio evaluation.

How should I demonstrate that I have achieved the learning outcomes?

For each course for which you wish to receive award of credit, it is suggested that you create a table that lists each course objective in one column. In the second column, **specifically describe** the life or work experience that allowed you to achieve this learning outcome. In your statements, include **how** and when you acquired the knowledge/skills and **how you have used and applied** the knowledge/skills. In the third column, indicate the documentation included in your portfolio that will demonstrate that the learning outcome has been achieved.

Guidelines for obtaining credit for alternative educational experience:

1. You must be admitted in the curriculum for which the course credit is being requested.
2. You cannot request credit for courses in which you have previously earned credit, which you have audited, or from which you have withdrawn.
3. You must provide evidence that you possess the skills, competencies, and knowledge equivalent to the course content; evidence can be through documentation (certificates, training course descriptions, letters of validation, etc.) of previous study, training programs, military service, or work experience.
4. Credit through this process is restricted to courses offered regularly by WCC and must apply to your curriculum requirements.

Procedures to apply for credit for prior learning:

1. Obtain an Application for Award of Credit by Portfolio form in the Admissions and Records Office (included in this packet).
2. Turn in the portfolio to the WCC Registrar. A non-refundable fee of \$15 for **each** credit must be paid before the college can process the request.
3. The application and portfolio will be forwarded to the appropriate division dean and will be reviewed by appropriate faculty to determine the equivalency of the learning to the designated college course(s).
4. The faculty will make a recommendation that must be approved by the division dean.
5. The approved recommendations will be forwarded to the Registrar who will notify the student and record credit(s), if awarded, on the student transcript. Documentation and portfolios will be retained permanently in the Admissions and Records Office.

Why wasn't my request for credit through portfolio approved?

The most common reasons for disapproval of requests for credit by portfolio submission are:

- Failure to demonstrate that **all** important course objectives have been achieved through the life or work experience
- Failure to provide adequate external documentation that you possess the learning outcomes

Can I get help with portfolio development?

If you have questions about how to develop your portfolio, please feel free to see a counselor.

Depending upon the nature of your questions, you may be referred to the academic dean or the faculty member who will be reviewing your portfolio. Please be aware that portfolios submitted during the summer months may not be evaluated until fall semester, depending upon the availability of the faculty evaluator.

WYTHEVILLE COMMUNITY COLLEGE

Application for Award of Credit by Portfolio

To be completed by student:

Student Name: _____

Student Address: _____

Student Phone: _____ Student ID (EMPLID): _____

Program of Study: _____

Course(s) for which you wish to receive award of credit:

1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

Describe your career and educational goals:

Summarize (in three paragraphs or less) the life or work experiences that have resulted in your achievement of the learning outcomes of the course(s) for which you desire award of credit. Include a brief description of the settings where learning took place and when and where you have used the knowledge and skills gained (use the back of this page or attach a separate sheet if more space is needed).

How will you document that you have achieved the learning outcomes of the course(s) for which you wish award of credit? Check all that apply:

_____ Letters from employers

_____ Official job description(s)

_____ Performance evaluation

_____ Copy of certification(s)

_____ Documentation of training

_____ Samples of work produced by self

_____ Other (please describe)

Student's Signature: _____ Date: _____

******A non-refundable fee of \$15 for each credit requested must be paid before the request can be processed by the college. Please submit this signed application, along with your portfolio, fee, and the following Certification of Award of Credit by Portfolio page, to the Admissions & Records Office. Your portfolio will **not** be returned to you following review. All materials submitted will become a part of your student file.***

Fee Received by: _____ Date Paid: _____

Certification of Award of Credit by Portfolio

To be completed by the Registrar and Division Dean:

Completed portfolio has been submitted to _____ (Division Dean)
on _____ (Date) by the WCC Registrar _____ (Initials).

Completed portfolio has been submitted to _____ (Faculty Member)
on _____ (Date) by the Division Dean _____ (Initials).

To be completed by faculty member following review of completed portfolio:

***Review should be completed within six weeks of submission of portfolio, provided evaluation period falls within faculty contract dates.

Faculty Certification:

I have reviewed the attached portfolio, and I (please check one):

___ Recommend OR ___ Do not recommend

that credit be awarded for the following course(s): _____

If award of credit is not recommended, please indicate reason why:

___ Not all course objectives were addressed

___ Inadequate external documentation of achievement of learning outcomes

___ Other (please specify) _____

Faculty Signature: _____ Date: _____

Return this form to the Division Dean. The Dean will submit it to the Admissions and Records Office, following review of all necessary approvals.

Final Approval and Award of Credit:

Credit Approved by Division Dean: _____ Date: _____

Credit Awarded by Admissions: _____ Date: _____