

Procedure 5.2.7.1 Student Services: Curriculum Prerequisite

**TRI-COUNTY
COMMUNITY COLLEGE**

**STUDENT SERVICES
CURRICULUM PREREQUISITE**

**PROCEDURE
5.2.7.1**

In certain circumstances, students may demonstrate readiness through other means. In such cases, prerequisites or co-requisites may be met or waived with appropriate approvals and/or permission of the Vice-President of Academics. Two routine ways in which prerequisite or co-requisite requirements are met are through: 1) credit by examination; or 2) transfer credit.

I. Credit by Examination

A student may petition the course instructor by written application for permission to seek course credit by examination. To obtain permission to take a credit by examination test, students should follow these steps:

- A. Meet with the department chair or instructor to discuss the expectations of the examination.
- B. If both parties agree to proceed, then the student should register for the appropriate section of the course. Credit by examination sections are designated with particular section numbers and are distinct from other sections of the course.
- C. Complete the exam at a time scheduled with the department chair or instructor.
- D. If the student passes the proficiency exam, a grade of “X” is assigned. Credit hours will be recorded in the Total Hours Earned and will count towards hours for graduation; however, there will be no Quality Points assigned. The grade will not affect the student’s GPA, and Financial Aid or Veteran’s Benefits will not pay for courses in which a grade of “X” is earned.

II. Transfer Transcript Evaluation

The College recognizes the following additional opportunities for awarding transfer credits, which may be used to satisfy pre-requisite requirements:

1. College Board Advanced Placement Program (“AP”): College course credit will be granted to students who pass the AP examinations with a score of three, four or five. Students must submit an official score report from the College Board to the student services office for consideration of granting college credit.
2. College-Level Examination Program (“CLEP”): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score of 50 as recommended by the American Council on Education. Students must submit

an official CLEP transcript to the Student Services office for consideration of granting college credit.

3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact the Registrar for more information.

Joint Services Transcript (“JST”) is an academically accepted document approved by the American Council on Education (“ACE”) to validate a service member's military occupational experience and training along with the corresponding ACE college credit recommendations. When the College receives an official copy of a JST, the Registrar will review and apply appropriate course credit. The Vice President of Instruction will be consulted if there is need for further discussion regarding proposed course credit.

4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Such credit will only be awarded under specific agreements approved by the appropriate vice president and department chair. Such approval should take into account course materials, course hours, licensure exams or other external validation, and the credentials of the CE faculty.

Adopted: 5/24/18 BOT