



Title: Non-Traditional Credit
Effective Date: May 15, 2007
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Review Date:
Cancellation:
Office: Instructional Services (IS 100)

Non-Traditional Credit

Louisiana Technical College (LTC) allows its campuses to award credit for non-traditional learning based on results of national tests or learning that has taken place in a variety of ways other than in the traditional classroom.

Policy Reference: LCTCS Policy # 1.023 Non-Traditional Credit
 LTC Policy # IS1930.126 Credit By Examination
 LTC Policy #IS1930.152 Grade Symbols and Designations
 LTC Policy #SA1930.221 Graduation Requirements
 LTC Form #IS100.46 Non Traditional Credit

Review Process:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	11/29/06	
X	Academic Affairs Officers	11/29/06	
X	Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

Distribution:

Distributed Electronically via College's Intranet
 Hard Copy Distribution to Regional Directors

James R. Sawtelle III
 Vice President for Career and Technical Education



Non-Traditional Credit

Procedures and Specific Information

171.1 SCOPE

Louisiana Technical College (LTC) awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DANTES, and other extra-institutional examination programs; the institution's faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training, and others as approved by the Regional Chief Academic Officer or designee.

171.1.1 Applications for non-traditional credit will be reviewed on an individual basis.

171.1.2 A student may use a maximum of 30 non-traditional credit hours toward an Associate of Applied Science Degree and Technical Diploma, and a maximum of 12 non-traditional credit hours towards a Certificate of Technical Studies. No more than 50% of the required hours in a credential may be earned through the combination of transfer and non-traditional credits.

171.1.3 Students may be assessed a fee for the administration of proficiency examinations, and for the evaluation of credentials when non-traditional credit is requested.

171.1.4 The LTC establishes its non-traditional credit policies in accordance with the criteria of its accrediting agency. Relative to the awarding of non-traditional credit, the appropriate faculty of each LTC campus shall determine the level of student performance necessary to demonstrate satisfactory mastery of course content.

171.1.5 Students must be enrolled in at least 6 credit hours at the campus from which they are requesting non-traditional credit, and may only request credit for courses that are offered by the home campus.

171.1.6 A student's transcript shall clearly indicate non-traditional credit, with a Grade of "P".

171.1.7 A student requesting college credit through a portfolio review must schedule the program area three-credit (3) hour Special Projects course. All fees must be paid prior to the portfolio evaluation, testing administration and issuance of non-traditional credits.

171.1.8 To earn an approved Louisiana Board of Regents credential from LTC, no more than 50% of the required credit hours will be accepted through transfer and non-traditional credit options, combined.

171.2 NON-TRADITIONAL CREDIT OPTIONS

171.2.1 *Credit Equivalency for Training* – Credit(s) earned cumulatively by successfully completing a specific series of training modules.

- 171.2.2 Military Credit** – Credit(s) granted for training received in the military is based on the students DD214 or 295 and evaluation of credits based on recommendations of the American Council on Education (ACE) Guide. When students complete basic and advanced training of at least 120 days in Armed Forces training school, they are eligible for five credits.
- 171.2.3 Portfolio Evaluation** - A documented collection of learning that may include samples of actual work, which is submitted for evaluation by the student. The faculty will determine if the goals and objectives of specific courses have been fulfilled.
- 171.2.4 Proficiency Examinations** - Examinations that measure the level of competency in the goals and objectives of a specific LTC course. Examples include but are not limited to the following:
 - 171.2.4.1 CLEP-** College Level Examination Program for credit(s) in a number of courses. Students may earn credit hours as indicated but no grades.
 - 171.2.4.2 DANTES** – Defense Activity for Non-Traditional Education Support examination.
 - 171.2.4.3 LTC Credit By Examination**
 - 171.2.4.4 National Occupational Testing Institute (NOCTI)**
- 171.2.5 Articulated High School Credit** – Credit earned through coursework taken at a Louisiana high school for which there is a formal articulation agreement in place with the LTC Region or campus.

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