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**NON-TRADITIONAL EVALUATION AND
AWARDING OF CREDIT**
LAMAR STATE COLLEGE ORANGE

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Transfer Credit Evaluation

Transfer credit is defined as credit earned at other accredited institutions of higher education.

Transfer Credit Evaluation Policies

Credit earned at other accredited institutions may be considered for credit by Lamar State College Orange according to the following policies:

1. Official transcripts reflecting all completed coursework must be sent directly to Lamar State College Orange Admissions and Records Office from the issuing institution or in a sealed envelope from issuing institution.
2. Courses will be transferred as credit only; however, a transfer credit GPA will be maintained.
3. "D" grades earned at other institutions are transferable, but departments may refuse to count them toward degrees.
4. Transfer credit evaluations can be viewed on the unofficial academic transcript by logging into Gator Self Service via www.lSCO.edu/MyGator. This information will be available no later than the end of the first academic term in which they are enrolled.

Correspondence Course Credit

The following regulations will apply to work completed through correspondence:

- Lamar State College Orange does not offer correspondence courses but will accept for transfer and application toward an associate degree of up to nine (9) semester credit hours of correspondence courses which have been satisfactorily completed in a correspondence division of an accredited college or university.
- Students who desire to earn credit by correspondence and apply the credit toward a degree or certificate at LSCO must secure the approval of their dean and the division or program director. Forms for this purpose may be obtained in the Office of Admission and Records.
- All correspondence work in which a student is enrolled during a given semester will count as a part of the student's maximum load permitted for that semester. A student will not be given permission to exceed the maximum load by enrolling in correspondence courses, and any correspondence work which is completed without approval will not be accepted for transfer to Lamar State College Orange.
- Correspondence work must be completed, and an official transcript showing the grades and credits earned must be filed in the Office of Admission and Records at LSCO no later than 14 days before the date of graduation. If credit is filed after this period, the student's graduation may be deferred to the following semester or summer. It is the student's responsibility to have an official transcript sent to the Office of Admission and Records at LSCO from the Registrar's Office where the correspondence work was completed.
- Correspondence courses will not be approved for students who are ineligible to enroll at

LSCO, for those students who may be on academic or disciplinary probation or suspension and/or for beginning freshmen prior to registration at LSCO.

- Correspondence courses may not be used to repeat courses.

The correspondence work should be in general education, minor, or elective areas.

Correspondence work cannot be used to satisfy major field requirements for the associate's degree.

Nontraditional Credit Evaluation

Nontraditional academic credit may be granted for education obtained through a variety of nontraditional methods, including continuing education, non-accredited private and technical college course work, military training, licensures or certifications, and credit by examination. Students planning to transfer from LSCO to other institutions are advised to confer with the institutions to which they plan to transfer regarding the acceptance of nontraditional credit awarded by LSCO.

Nontraditional Credit Evaluation Policies

LSCO's policy on evaluating nontraditional education is based upon the guidelines of the Southern Association of Colleges and Schools. Credit may be awarded based on recommendations contained in the National Guide to Educational Credit for Training Programs, published by the American Council on Education found online.

Nontraditional credit will be evaluated and approved by the program director/dean of the subject area for which the credit is being requested, using the following guidelines:

- At least 25 percent of the certificate or degree must be completed through enrollment in LSCO credit courses.
- Nontraditional credit will not be counted toward the residence requirement for graduation.
- Texas Success Initiative requirements, including course pre/co-requisites, must be met prior to the award of nontraditional credit.
- Nontraditional credit may be awarded to an LSCO matriculated student after 3 semester credit hours have been completed at LSCO.
- Credit is noted as nontraditional on the transcript and will receive a grade of "S" (satisfactory), with the exception of LSCO departmental credit by exam, which is shown with a letter grade of "A" or "B".
- The fees for the award of nontraditional credit are charged according to the type of credit being requested.

Nontraditional credit may be awarded through either the articulation of non-credit courses containing learning outcomes that align with those of an LSCO credit course or through demonstration of prior learning.

Articulated Credit for LSCO Continuing Education Overlay Courses

An overlay (mirror) course is a course offered for continuing education units rather than college credit by the LSCO Community and Workforce Education Department. The learning outcomes in the overlay courses mirror the compatible college credit courses.

Students enrolling in overlay classes with a known intent to request conversion to academic credit should take the classes for academic credit.

Circumstances may occur that would benefit the student's having CE units converted to college credit after completing the course. The process and details related to articulating the CE units earned at LSCO to college credit are as follows:

- Students should complete the nontraditional evaluation form (*include LINK TO THE FORM*) and submit to the Admissions and Records Office.
- A grade of "S" (satisfactory) will be assigned on the credit transcript and will NOT be included in GPA calculations.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.
- The articulation fee is waived.

Credit for Prior Learning

Learning that occurs outside of the traditional academic environment may be used to demonstrate competencies that align with college credit. LSCO evaluates the college-level knowledge and skills students gain outside of the classroom through:

- Credit by Exam
 - ACT
 - Advanced Placement (AP)
 - College Level Examination Program (CLEP)
 - Departmental Exam
 - International Baccalaureate Diploma Program (IB)
- Military or Workplace Training
- Defense Activity for Non-Traditional Education Support (DANTES)
- National or Statewide Licensures or Industry Certifications

This evaluation is called credit for prior learning (CPL), but it may also be referred to as prior learning assessment (PLA) or experiential learning.

Credit by Exam

ACT Exams

Students with outstanding high school records or who have participated in accelerated programs are encouraged to take the College Entrance Examination Board's Subject Tests in available academic areas. The results of those tests may allow the student to bypass

introductory level courses. Students scoring at or above college standards on the ACT are awarded credit according to the following chart. ACT Tests are given on most of the regularly scheduled ACT test dates. Registration bulletins are available from area high schools.

ACT credit must be reviewed and applied before enrollment in the course for which credit is being sought. ACT credit may only be awarded to fully admitted and currently registered students who **have not** previously attempted the courses at LSCO by either enrollment or examination.

ACT Subject Area	CEEB Test Required	ACT	Credit Granted
English	English	33	ENGL 1301
Composition		33	Completion of ENGL 1302 with a grade of "C" or better

Grades will not be assigned and hours will not be used in the computation of grade point averages for course credit granted through ACT Subject Exams.

- Credit for ACT exams is considered nontraditional credit.
- Credit will be evaluated from an official score report sent directly to the Admissions and Records Office from the testing service.
- Credit will be based upon LSCO recommended passing scores. A letter grade of "S" (satisfactory) will be awarded.
- A grade of "S" (satisfactory) will be assigned on the credit transcript and will NOT be included in GPA calculations.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

Advanced Placement (AP)

Advanced Placement options are offered to enable first-time college students to qualify for advanced standing and/or college credit. These tests must be taken before enrollment in the course for which credit is being sought. AP credit may only be awarded to fully admitted and currently registered students who **have not** previously attempted the courses at LSCO by either enrollment or examination.

Applicants who wish to receive credit for college-level work completed in high school may do so by submitting scores from the College Entrance Examination Board's Advanced Placement Examinations. Examinations are given each May by high schools. Arrangements are made through high school counselors. Subject matter areas and the basis for granting credits are as follows:

AP Subject Area	Required Score	Credit Granted
Art	Score of 3 or above	Art 1316, 1311
Biology	Score of 3 or above	Biology 1306, 1307

Calculus		
AB Test	Score of 3 or above	Math 1325 or Math 2413
BC Test	Score of 3 or above	Math 2312, 2413, & 2414
Chemistry	Score of 3 or above	Chemistry 1411
Computer Science		
A Test	Score of 4 or 5	Computer Science 1436
AB Test	Score of 4 or 5	Computer Science 1436, 1437
Macroeconomics	Score of 3 or above	Economics 2301
Microeconomics	Score of 3 or above	Economics 2302
English	Score of 4 or 5	English 1301, 1302
	Score of 3	English 1301
Foreign Language	Score of 3	Spanish 1311
	Score of 4	Spanish 1311, 1312
	Score of 5	Spanish 1311, 1312, 2311
Government	Score of 3 or above	3 hrs. elective (non-advanced)
Government/Political Science	Score of 3 or above	Government 2306
History/American*	Score of 3 or above	History 1301, 1302
History/European	Score of 3 or above	History 2321, 2322
Physics 1	Score of 3 or above	College Physics I 1401

* State law requires three semester hours of classroom instruction in American history in addition to any credit by examination opportunity.

- Credit for AP exams is considered nontraditional credit.
- Credit will be evaluated from an official score report sent directly to the Admissions and Records Office from the testing service.
- Credit will be based upon LSCO recommended passing scores. A letter grade of "S" (satisfactory) will be awarded.
- A grade of "S" (satisfactory) will be assigned on the credit transcript and will NOT be included in GPA calculations.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

College Level Examination Program (CLEP) and Advanced Placement (AP) Program

Lamar State College Orange awards credit on the basis of most of the subject examinations on the College Level Examination Program (CLEP). These tests must be taken before enrollment in the course for which credit is being sought. CLEP credit may only be awarded to fully admitted and currently registered students who **have not** previously attempted the courses at LSCO by either enrollment or examination.

A complete list is available from the Testing Center and on our website at www.lSCO.edu/testing/clep. The essay sections of the English Composition and Literature examinations are required and the determination for the awarding of equivalent English credit is based upon the strength of the written essays.

The amount of credit awarded to a student who attended college before taking the examination will depend upon which college courses the student completed. Credit will not be awarded if the student received prior credit for the same course or its equivalent. Grades will not be assigned and hours will not be used in the computation of grade point averages.

- Credit for CLEP subject exams is considered nontraditional credit.
- Credit will be evaluated from an official score report sent directly to the Admissions and Records Office from the testing service.
- Credit will be based upon LSCO recommended passing scores. A letter grade of "S" (satisfactory) will be awarded.
- A grade of "S" (satisfactory) will be assigned on the credit transcript and will NOT be included in GPA calculations.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

CLEP Subject Examination	Credit - Granting Score	Credit Hours	LSCO Course
History and Social Sciences			
American Government	50	3	GOVT 2305
The other half of the state-mandated requirement must be satisfied by taking GOVT 2306.			
*History of the United States I: Early Colonization to 1877	50	3	HIST 1301
*History of the United States II: 1865 to the Present	50	3	HIST 1302
*A total of six hours (HIST 1301 and HIST 1302) may be awarded; however, a student must take three additional hours of classroom instruction in American history to satisfy the state requirements for graduation.			
Human Growth and Development	50	3	PSYC 2314
Introductory Psychology	50	3	PSYC 2301
Introductory Sociology	50	3	SOCI 1301
Western Civilization I: Ancient Near East to 1648	50	3	HIST 2321
Western Civilization II 1648 to the Present	50	3	HIST 2322
Literature			
American Literature	50	3	ENGL 2326
English (British) Literature	50	3	ENGL 2326
Analyzing & Interpreting Literature	50	3	ENGL 1302
Science and Mathematics			
Calculus	50	4	MATH 2413

College Algebra	50	3	MATH 1314
Pre-Calculus	50	3	MATH 2312
**General Biology Elective/No Lab	50	6	GEN BIO
**Gen. Chemistry Elective/No Lab	50	6	GEN CHEM
Foreign Languages			
French Language - two semesters	50	6	FREN 1311,1312
French Language - four semesters	62	12	FREN 1311,1312, 2311,2312
German Language - two semesters	50	6	GERM 1311,1312
German Language - four semesters	63	12	GERM 1311,1312, 2311,2312
Spanish Language - two semesters	50	6	SPAN 1311,1312
Spanish Language - four semesters	66	12	SPAN 1311,1312, 2311,2312
Business			
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
Principles of Management	50	3	BMGT 1311
Financial Accounting	50	6	ACCT 2301,2302
Principles of Marketing	50	3	MKTG 1311
Intro. Business Law	50	3	BUSI 2301
Info. Systems and Computer Applications	50	3	COSC 1301

Departmental Credit by Exam

Departmental credit by examination must be taken before enrollment in the course for which credit is being sought. Departmental Credit by Exam credit may only be awarded to fully admitted and currently registered students who **have not** previously attempted the courses at LSCO by either enrollment or examination.

Departmental exams will only be considered if College Level Examinations Program (CLEP) subject examinations are not available.

To secure permission for such examination, see the Dean of Academic Studies or Director of Advising, Recruiting, and Testing. A student must obtain the written permission of the Dean responsible for the course before taking the departmental exam. Upon successfully completing the LSCO Departmental Credit by Exam with an "A" or "B", the student must:

- Credit for Departmental Exams is considered nontraditional credit.
- Apply for credit by exam at the Admissions and Records Office. Credit will be evaluated from the exam report sent directly to the Admissions and Records Office from the testing center or Dean.
- A grade of "A" or "B" must be made on the exam for the credit to be posted to the transcript. The grade earned on the exam will serve as the letter grade for the course.

- A copy of the graded Departmental Credit by Exam must be presented to the Admissions and Records Office or Dean.
- If credit is approved, the student must pay the evaluation fee before being posted to a transcript.
- Courses completed by departmental examination are noted as credit by exam on the transcript and do not calculate into the grade point average.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

International Baccalaureate (IB) Diploma Program

Lamar State College Orange recognizes the IB Diploma Program. Students who receive an IB diploma and receive scores of “4” or above on Higher Level (HL) or Standard Level (SL) examinations will be awarded credit based on the chart below. Students who have not received an IB diploma may be granted credit on an individual course-by-course basis as determined by participating academic departments.

- Credit for IB Diploma programs is considered nontraditional credit.
- Credit will be evaluated from an official score report sent directly to the Admissions and Records Office from the testing service.
- Credit will be based upon LSCO recommended passing scores. A letter grade of "S" (satisfactory) will be awarded.
- A grade of "S" (satisfactory) will be assigned on the credit transcript and will NOT be included in GPA calculations.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

A copy of the official IB transcript must be submitted to the Office of Admissions and Records to receive transfer credit. All applicable Texas statutes and Lamar State College Orange policies must be complied with and are in effect for course transferability.

IB Exam	Score = 4+ On all levels	Credit Granted	Equivalent Course
Group 1 - Language (A1)			
English	HL	6 hrs.	ENGL 1301, 1302
	SL	3 hrs.	ENGL 1301
	A or B	3 hrs.	ENGL 1302
Group 2 - Second Language (A2)			
Spanish	SL	6 hrs.	SPAN 1311, 1312
Group 3 - Individuals and Society			
History Americas	HL	6 hrs.	HIST 1301, 1302
	SL	3 hrs.	HIST 1301
Economics	HL	6 hrs.	ECON 2301, 2302

	SL	3 hrs.	ECON 2301
Philosophy	HL or SL	3 hrs.	PHIL 1301
Psychology	HL or SL	3 hrs.	PSYC 2301
Group 4 - Experimental Sciences			
Chemistry	HL	8 hrs.	CHEM 1411, 1412
	SL	4 hrs.	CHEM 1411
Biology	HL	8 hrs.	BIOL 1406, 1407
	SL	4 hrs.	BIOL 1406
Physics	SL	4 hrs.	PHYS 1401
Group 5 - Math and Computer Sciences			
Mathematics	HL	3 hrs.	MATH 1325
	SL	3 hrs.	MATH 1314
Computer Sciences	SL	3 hrs.	COSC 1301
Group 6 – Arts			
Visual Arts (A)	HL or SL	3 hrs.	DRAM 1310
Visual Arts (B)	HL or SL	3 hrs.	ARTS 1301
Music	HL or SL	3 hrs.	MUSI 1306

Military, Defense Activity for Non-Traditional Education Support (DANTES) or Workplace Training Credit for Military, DANTES, or Workplace Training will be evaluated upon the evaluation recommendations outlined in the *American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services*.

- LSCO recognizes learning acquired through corporate universities, military training, DANTES, professional and volunteer organizations and other extra institutional learning providers.
- Students desiring credit must present required documentation in support of the acquired skill and training experience to the Admissions and Records Office or Dean.
- The evaluation and award of credit will be based upon the recommendation of the *ACE Guide*.
- The amount of credit awarded to a student who attended college before taking the examination will depend upon which college courses the student completed.
- Credit will not be awarded if the student received prior credit for the same course or its equivalent.
- Grades will not be assigned and hours will not be used in the computation of grade point averages.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

National or Statewide Licensures or Industry Certifications

Prior learning or experiential learning (life experience) will be considered for credit with official documentation of earning industry-recognized, statewide, or nationally recognized exams or licenses.

- LSCO recognizes learning demonstrated through successfully earning an industry-recognized, statewide, or nationally recognized credential or license corresponding to one of our existing degrees.
- Students desiring credit must present documentation substantiating a copy of the current credential or license that corresponds to one of our existing degrees.
- The evaluation and award of credit will be based on the credential or license presented to the Admissions and Records Office or Dean.
- If credit is approved, the student must pay the evaluation fee before being posted to a transcript.
- At least 25 percent of the certificate or degree must be completed through enrollment and completion of LSCO credit courses, excluding any non-traditional credit evaluation.

Credit may also be granted for military experience. Students must submit the following documents:

- Form DD214
- Military Transcript Summary sent directly from the *American Council on Education*

Nontraditional Credit Evaluation Fees

The fees for awarding nontraditional credit are charged according to the type of credit being evaluated and transcribed.

- No fees will be charged for articulating LSCO Continuing Education non-credit courses to credit.
- A \$25 per semester credit hour fee (max of \$150 per degree) will be charged for transcribing credit earned through LSCO's Departmental Credit By Exam. NOTE: This fee is in addition to the cost of the exam.
- No fees will be charged for transcribing credit earned through LSCO's prior learning for military training and life experience for veterans with honorable or general conditions discharge, upon presentation of military documentation.
- A \$25 per semester credit hour fee (max of \$150 per degree) will be charged for transcribing credit earned through LSCO's prior learning for workplace training.
- A \$25 per semester credit hour fee (max of \$150 per degree) will be charged for transcribing credit earned through LSCO's prior learning for national or statewide licensure or industry credential, upon presentation of official documentation.

Nontraditional Credit Evaluation Process

- The student initiates the request in the Admissions and Records Office or Advising Office by completing the appropriate form and presenting the official documentation required.
- The Admissions and Records Office sends the form to the appropriate program director for evaluation. Departmental approval is not required for ACE guide recommendations or CLEP/AP or IB diploma credit.

- The Program Director sends the form to the Dean for final approval.
- The form is returned to the Admissions and Records Office, and a copy of the completed evaluation is emailed to the student.
- After payment is received, the nontraditional credit is posted to the student's academic record.
- The student can review their nontraditional credit by accessing their unofficial transcript by logging into Gator Self Service via www.lsc.edu/MyGator. This information will be available no later than the end of the first academic term in which they are enrolled.

Forms Available in Admissions and Records Office

- Cosmetology Operator Prior Learning Credit Request
- Court Reporting Articulated Credit Request
- Criminal Justice Course Substitution Form
- Dental Assisting Prior Learning Credit Request
- Emergency Medical Technician Prior Learning Credit Request
- Logistics Management Maritime Prior Learning Credit Request
- Medical Assisting Prior Learning Credit Request
- Real Estate Management Prior Learning Credit Request
- Welding Prior Learning Credit Request
- General Course Substitution Form