

# CAROLINAS COLLEGE OF HEALTH SCIENCES

## POLICY AND PROCEDURE

### ACADEMIC

**SUBJECT:** ADVANCED STANDING CREDIT

**REVIEWER(S):** Provost\*  
Dean, Student Affairs and Enrollment Management  
Program Chair, General Studies  
Chair, Academic and Curriculum Committee  
Director, Student Records & Information Management

### POLICY

The College recognizes knowledge and competence attained through formal, non-formal, and non-traditional approaches to learning. All advanced standing credit will be considered transfer credit and will not earn a grade or be used to compute grade point average. All advanced standing credit must be obtained prior to the first day of class when enrolling in a program at Carolinas College. Total advanced standing credit awarded will not exceed 75% of the total semester hours required in the program. In the event a student is unsuccessful in a course taken at the college, the student may not utilize advanced standing credit to complete the course requirement to progress.

### PROCEDURE

#### A. Transfer Credit

All transfer credit will be evaluated at the time of deposit based upon all official transcripts received by the college at the time of admission. The credit is recorded in the student information system and is listed separate from earned institution credit on the official transcript. Carolinas College assumes responsibility for the quality of the coursework placed on the transcript when transfer credit is awarded.

1. In order for transfer credit eligibility to be determined, students must submit their official transcript(s) for all previous coursework during the application process.
2. Courses that are still in progress during the admission process must have a final official transcript sent into the college once that is completed. The registrar's office should be notified of the incoming transcript as soon as the courses in progress are completed and the transcript was requested.
3. Courses completed at institutions with US Department of Education or Council for Higher Education Accreditation approval may be accepted for transfer credit if the courses are known to be equivalent in breadth, depth, and content to those offered at Carolinas College.
4. Requests for transfer credit of courses will be reviewed and awarded on a course-by-course basis by the registrar's office.
5. Only courses with a grade of "C" or better may be considered for transfer. Carolinas College does not differentiate between a C-, C, or C+ and treats them all as a "C" when evaluating transfer credit.
6. Science courses must have been taken within five years of desired admission date for all associate degree programs. When sequential courses are being evaluated for transfer, only the final course in the sequence is held to the five-year limit if the courses were taken consecutively with no gap semester.
  - a) Science courses that are taken as part of a degree within related science content will be good up to five years from the degree conferral date.
  - b.) Science courses that are taken as part of a graduate degree within related science content will not expire.
7. Applied courses will be reviewed and approved by the appropriate program chair on a course-by-course basis.
  - a.) The applied courses must have been taken within one year of desired admission or readmission date. When sequential courses are being evaluated for transfer, only the final course in the sequence is held to the one-year limit.

8. Courses that are taken as part of a pass-fail system and not a letter grade system will be evaluated on a course-by-course basis.
  9. Students may appeal any transfer credit that is not awarded by submitting the Transfer Credit Evaluation Request Form along with the catalog description and course syllabus for each course to be reconsidered to the registrar's office. Additional information may be requested in order to effectively make a determination.
- B. Credit by Examination
- A student may earn credit toward program completion through credit by examination. The following sections describe the awarding of this credit:
1. Advanced Placement (AP) will be acceptable for credit. Scores of 3, 4 or 5 on an AP examination may be considered for credit for appropriate courses.
  2. College Level Examination Program (CLEP) will be accepted for credit. Scores of 50 or greater on CLEP tests may be considered for credit for appropriate courses for tests taken on or after July 1, 2001. For CLEP tests taken prior to June 30, 2001, see the attached chart for minimum scores required.
  3. International baccalaureate (IB) examination will be accepted for college credit based on a required minimum score of 5 or 6 for the appropriate course.
  4. Scores on the critical writing and math sections of the SAT test will be acceptable for credit. An SAT critical writing component of 650 or higher will be considered for credit for ENG 101. An SAT math component of 600 or higher will be considered for credit for MAT 101.
  5. A student may earn credit for knowledge and skills acquired through life, educational and work experiences through a Carolinas College-administered challenge examination. Challenge examinations administered by Carolinas College will be acceptable for credit according to the following guidelines:
    - a. Faculty-made challenge examinations may be used to grant credit for all general studies or special studies prior to the first day of class when enrolling in a program at Carolinas College.
    - b. A request, which includes a description of how the student obtained the course competencies, must be made to the program chair of general studies (Challenge Test Approval and Report Form).
    - c. A non-refundable fee of \$50 must be paid to the business office prior to the administration of each challenge examination.
    - d. Proof of payment is presented to the program chair of general studies (or designee), who arranges for administration of the test.
    - e. The student must earn a grade of "C" or better on the challenge exam to receive credit. The program chair of general studies notifies the registrar of successful challenge scores via the form. Only scores on the first attempt will be considered for advanced standing credit.
    - f. All credit by examination must be completed prior to the first day of class when enrolling in a program at Carolinas College.
- C. Credit by Experience - A student may earn credit toward program completion through past experience, program completion, or credentials such as licensure or certification.
1. Credit by experience will be addressed on a student-by-student basis and can be requested by completing the Transfer Credit Evaluation Request Form and submitting it to the registrar's office.
  2. Credit by experience determination will be made with consultation of the dean of student affairs and enrollment management, with the registrar's office and any relevant program chairs and/or provost.
  3. Documentation of the credit by experience will be attached to the student's record and credit awarded within the student information system.
- D. The Advanced Standing Credit policy and procedure will be reviewed bi-annually.

## REFERENCES

### Related Policies to Consult

**Carolinas College:**

ACADEMIC - Readmission to Credit Program  
BOARD - Admissions

**Related Form(s)**

Challenge Test Approval Form  
Transfer Credit Evaluation Request Form

**Related Document(s)**

Advanced Credit Publication (Course Equivalency)

**Related 2024 SACSCOC Standard(s):**

- 9.3 General education requirements
- 9.4 Institutional credits for an undergraduate degree
- 10.8 Evaluating and awarding academic credit

**CAROLINAS COLLEGE OF HEALTH SCIENCES**  
Advanced Placement Testing

*Advanced Placement (AP) Examination*

| <b>Course</b>                    | <b>CCHS Course</b> | <b>Minimum Score</b> | <b>Credit Hours Awarded</b> |
|----------------------------------|--------------------|----------------------|-----------------------------|
| Chemistry                        | CHM 104            | 3                    | 4                           |
| English Language & Composition   | ENG 101            | 3                    | Up to 6                     |
| English Literature & Composition | ENG 101            | 3                    | Up to 6                     |
| Psychology                       | PSY 101            | 3                    | 3                           |
| Statistics                       | MAT 201            | 3                    | 3                           |

*International Baccalaureate (IB) Examination*

| <b>Course</b>            | <b>CCHS Course</b> | <b>Minimum Score</b> | <b>Credit Hours Awarded</b> |
|--------------------------|--------------------|----------------------|-----------------------------|
| Chemistry (Standard)     | CHEM 104           | 6                    | 4                           |
| Chemistry (Higher)       | CHEM 104           | 6                    | 4                           |
| Computing Studies        | COMP 5             | P/F                  |                             |
| English Standard/Higher) | ENG 101            | 6                    | 3                           |
| English Literature       | ENG 101            | 6                    | 3                           |
| Mathematics (Standard)   | MAT 101            | 5                    | 3                           |
| Mathematics (Higher)     | MAT 201            | 6                    | 3                           |
| Psychology               | PSY 101            | 6                    | 3                           |

*College Level Examination Program (CLEP)*

| <b>Course</b>              | <b>CCHS Course</b> | <b>Minimum Score</b> | <b>Credit Hours Awarded</b> |
|----------------------------|--------------------|----------------------|-----------------------------|
| American Literature        | ENG 231            | 50                   | 3                           |
| Calculus                   | MAT 101            | 50                   | 3                           |
| Chemistry                  | CHEM 104           | 50                   | 3                           |
| College Composition        | ENG 101            | 50                   | 3                           |
| English Literature         | ENG 231            | 50                   | 3                           |
| Humanities                 | HUM 200            | 50                   | 3                           |
| Human Growth & Development | PSY 241            | 50                   | 3                           |
| Information Systems        | COMP               | 50                   |                             |
| Introduction to Psychology | PSY 101            | 50                   | 3                           |
| Introduction to Sociology  | SOC 101            | 50                   | 3                           |
| Precalculus                | MAT 101/151        | 50                   | 3                           |

Elective credit is available for most advanced placement testing.