Principles of Accreditation

Compliance Report

Chipola College Compliance Audit Report

SACS Comprehensive Standard 3.4.8

3.4.8 - Noncredit to Credit

The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.

Judgment of Compliance

☒ In Compliance

Statement of Rationale for Judgment of Compliance

Chipola College carries out a thorough evaluation and approval process that follows standards of good practice when awarding academic credit for course work taken on a non-credit basis. As part of this process, documentation is provided that the non-credit course is equivalent to a designated credit experience.

The process followed to award academic credit for coursework taken on a non-credit basis is outlined in the Chipola College 2006-2007 Catalog ([1]). The college catalog includes guidelines and practices for awarding credit for military education, Workforce Development Credit (technical center credit), and experiential learning earned through special training or work experience. Guidelines for granting credit through accelerated mechanisms can be found in CS 3.4.4 – Acceptance of Academic Credit and CS 3.4.6 – Practices for Awarding Credit.

Military Education
The college grants credit for military education for specific fields of study under the following conditions: (1) if it applies to the major field of study and (2) the credit has been evaluated and recommended as suitable for postsecondary credit by the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Services ([2]). College credits are treated as transfer credits to Chipola provided the student is eligible for admission. Credit is accepted and posted to the student transcript only after enrollment at Chipola College and completion of at least 12 semester hours of college-level courses with a 2.0 GPA or better. It is the responsibility of the student to initiate this process at the Admissions and Records Office after enrolling at Chipola.
Workforce Development (Technical Center Credit)
A student who has previously attended or been enrolled in another technical center will be considered a transfer student upon admission to a Chipola Workforce Development Certificate program. Such students must meet admission requirements, plus present proof of honorable dismissal and eligibility to return to the last institution attended. Transcripts or competency verification lists are required from institutions previously attended. The Dean of Workforce Development and the faculty who teach in the workforce program area related to the non-credit coursework examine the faculty credentials, non-credit curriculum frameworks, course objectives, course syllabi, final examinations, and other assessments to determine if the articulated courses represent coursework and learning outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work.

Workforce Development Articulation Agreements
Noncredit coursework that is accepted through articulation agreements, which include Tech Prep agreements and postsecondary adult vocational (PSAV) agreements, undergoes a thorough review process. These agreements are reviewed and approved by the Workforce Development faculty, Dean of Workforce Development, and Dean of Enrollment Services. Upon approval, the articulation agreement is submitted to the Department of Education Statewide Articulation Agreements Program for review.

Experiential Learning
Students may be awarded college or workforce development credit based on special training, work experience, and/or demonstrated skills obtained outside the traditional classroom. Credits are awarded for skills and knowledge directly related to a particular program of study, not simply for years of work experience. The Dean of Workforce Development and the faculty who teach in the workforce program area related to the non-credit coursework evaluate the training, experience, and/or skills to determine if the experiential learning represents outcomes that are consistent with the degree, certificate, or diploma being articulated and that the content is comparable and appropriate college-level work.

A maximum of 25% of college credit or workforce development hours may be awarded for experiential learning. Students do not have experiential learning credit posted on their transcript until they have completed 12 college credit semester hours or 360 workforce development hours at Chipola, earned a 2.0 GPA, and are currently enrolled. All experiential learning students must complete the last 15 college credit semester hours or the last 450 workforce development hours at Chipola College. For degree completion, at least 25 percent of semester credit hours, or the equivalent workforce development hours, must be earned through instruction at Chipola College. All documentation must be submitted to the Admissions and Records Office along with the Evaluation of Noncredit Coursework Form. This form is available to students in the Admission and Records Office.
Academic credit for coursework taken on a non-credit basis which is earned through work experience is posted to the transcript as transfer type W and is clearly designated as credit for work experience.

**Documentation:**


[4] Statewide Articulation Agreements
