



**NORTH SEATTLE
COLLEGE**

One of the Seattle Colleges

Academic Exceptions & Prior Learning

For Faculty & Staff

Fall Quarter 2014

Credentials Overview

- Credentials is housed inside of the **A**dmissions, **R**egistration, **R**ecords, **C**redentials Office (ARRC)
- Ways we help serve students:
 - **Official Credit Evaluations**
 - Research and review credit from official transcripts from outside institutions to be transferred toward a degree or certificate at North Seattle College
 - Review and processing of **academic exceptions** and **prior learning credit**
 - Programming and managing the **Degree Audit** system
 - Programming **prerequisite** system
 - **Certification and Degree Verification – Graduation!**
 - Reviewing qualifications, posting transfer credit and posting degrees and certificates to students official transcripts

Academic Exceptions

Effective April 7, 2014

Request for Academic Exception

ARRC Initials/Date:

Student Full Name: _____ NSCC Student ID #: _____

Program Title: _____ Program Code: _____ Catalog Year: _____

Instructions:

1. Designated faculty person fills out the Request for Academic Exceptions form with the student. Faculty and student signatures required.
2. Attach a new form if additional courses or programs are being requested. Incomplete forms will be returned to the division.
3. Official transcripts must be on file with ARRC. A faculty member may open a sealed official transcript, but must sign and date the opened transcript and turn it in attached to this request, directly to ARRC.
4. Requests should not be submitted until courses have been successfully completed with a passing grade. Faculty/Division must submit this form to ARRC. ARRC will not accept this form or official transcripts from students.

Important Notes. Please read before submitting this form:

- Student must be registered and paid for at least one course within 4 years at NSCC and must be in good academic and financial standing with the college to be considered for an academic exception.
- This form is to be used for course substitutions (SB), course waivers (WV), and direct equivalencies from regionally accredited institutions (TR) and military training (MT) only. Industry association training (certificates) and upper division (300 level+) academic courses will not be accepted with this form. For Prior Learning credit (Prior Learning Challenge Exam; Prior Experiential Learning Portfolio; State, Industry, or Professional Association Training (including certificates of completion); and Work Experience) please use the Prior Learning Assessment form.
- Waiving a course (WV) also waives the course credit and may affect degree completion.
- Transferred or substituted courses (TR/MT/SB) may not have the same credit count as required NSCC courses and may affect degree completion.
- If student is requesting an evaluation of incoming general education credits (example: English, Natural World, VLPA, Global Studies), please refer them to ARRC to fill out an Application to Evaluate Incoming Credits form. Official transcripts must be on file.

The following only pertains to the above identified certificate and/or degree program: _____ Shaded area on table below not required if waiving a course

Indicate: WV, SB, TR, or MT See above	NSCC Required Course <i>The course ID at NSCC that is requiring this requested action</i>	Standard NSCC Credit for Required Course	Original Course Taken <i>Course ID on original transcript</i>	Original Credits Awarded	QTR & YR Original Credits Were Earned	Full name of college where original course was taken, as it appears on the transcript. Please do not abbreviate.

Student Signature (required)

Date

Faculty Signature (required)

Date



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Approved by (Credentials)

Date

General Info

- “Exceptions” should not be a “standard” process
 - Integrity of North’s programs are reviewed and audited for accreditation purposes
 - If programs require **frequent** substitutions, the program should be reviewed for alternative classes through the division and then through CAS.
 - Ask yourself: How many intended courses are being taken toward this program?
 - Consider if Prior Learning Assessment or standard transfer of credit request is a better method of transaction
- Submitted by faculty, directly to credentials
 - Should be thoroughly vetted by authorized faculty prior to signing and submitting
 - Substitutions say “I am verifying that this student meets this requirement of the intended course/subject area for a specific program based on the material and outcomes of this other course that I have reviewed”
- Instructions and important notes are on the form
- All fields on the table are required
 - Shaded fields not required ONLY if waiving a course, but a Dean’s signature is required if waiving.
- If substituting from an outside transcript, ARRC must have the *official* transcript on file with or before the form is submitted or else it will be returned.
- Once the exception is processed (approved or rejected), credentials will email the submitting faculty and will make a note in degree audit

Deciphering the Secret Codes

TR=Transfer (direct equivalent transfers for prof tech classes)

- Prefer to process **general education** classes on the standard evaluation request form for a full evaluation. Available at <http://northseattle.edu/credentials>
- Transfer courses are brought in from **Regionally Accredited** colleges. Institutions or educational programs that are nationally, state, or industry accredited need to have credit brought in through the Prior Learning Assessment process.

MT=Military Training (direct transfer) – same as “TR” but through military training (aka “SMART”) transcripts

SB=Substitution (substitute a *like* class for another)

MUST HAVE SIMILAR COURSE OUTCOMES

Cannot SB ACCT for ENGL requirements, etc.

Ex: ENGL Department must approve an SB of an ENGL requirement

WV=Waived Class (also waives credits of the class)

- All requests to “waive” a class or grade requirement for a program need division dean and Registrar approval. Signature next to faculty is fine.
- General education requirements cannot not be waived
- Waiving technical course requirements should be rare, if ever
- Student must still meet total credit count for the degree

CO= Combined Courses, and **SP**= Split Course

Important Notes

- Signatures:
 - Authorized faculty signature is required AND student authorization is required. An email verification is fine, but must be attached to the academic exception request form.
- Form must be complete *and* accurate or else it will be returned to the division
 - Please read the instructions on the form and call, email or stop by Credentials if you have questions prior to submitting the form
- Upper Division Courses
 - Credentials typically will not transfer in upper division (300+) courses unless the course is a **direct** equivalency – equal level of material, standards, and outcomes.
 - Example: Principals of Accounting sequence at 300 level, or Statistics at Universities OK
 - Example: Cannot SB ANTH 460 – Advanced Anthropology of Medieval Language for ANTH& 206 – Cultural Anthropology
 - 300 level courses may be skipped over in a standard evaluation and it is okay to request to bring them in through an Academic Exception form (as “TR”) if there is a **direct** equivalency.
 - BAS Programs can allow 300-400 level courses (not graduate level)
- Recommended: Place a note in Degree Audit Notes once a form is submitted. Even if a note is in Degree Audit, a signed request form is still required.
- Don't submit the form until *after* the necessary courses are finalized (graded).
 - The ONE exception is if an academic exception is being requested WITH a graduation application because the application will not be finalized until after final grades are posted anyway. Submit these attached to a graduation application or after the graduation application has been submitted.

Official vs Unofficial Transcripts

- If a student brings you an official transcript and you need to open it, you should then sign and date it and you will also need to deliver it directly to ARRC. If it is delivered, opened, without a signature or date, or it is delivered already opened by the student, the transcript is no longer considered official. Copies of officials are not official.
- It is *preferred* that the *official* remains sealed until it is received at ARRC and that outside transcript reviews be conducted with unofficial transcripts (or a duplicate official), but we know this isn't always the most convenient for students, faculty, and advisors.

Prior Learning Assessments (PLA)

Effective April 7

North Seattle Community College Application for Prior Learning Assessment

Name: _____ Student ID # _____
Please Print Last First MI

Student: Please update your contact information online at: <http://www.northseattle.edu/kiotk>

Quarter	Course ID	Course Title	Credits	Grade Option <i>Indicate if evaluating for a letter grade or for S/U?</i>	Fees Paid <i>Faculty Initials Include Receipt or Cashier Stamp</i>

Type of Evaluation

- Prior Experiential Learning Portfolio
 State, Industry, or Professional Association Approved Training
 Work Experience
 Prior Learning Challenge Exam
 Other: _____

This application, including the nonrefundable Prior Learning Assessment fee, does not guarantee credit will be given. All materials must be evaluated by the designated faculty member to determine that all course outcomes are met. Prior Learning Assessments may take up to 8 weeks to complete. Only 25% of required credits in a program are allowed to be Prior Learning credit. If a passing grade is not earned, the traditional course must be taken and passed to earn credit and a letter grade.

I have reviewed the Prior Learning Assessment policy.

Student Signature Date

I have reviewed the Prior Learning Assessment policy with this student.

Faculty Signature Date

North Seattle Community College Evaluation of Prior Learning Assessment

All signatures required.

Faculty Evaluator

Comments: _____

I have evaluated prior learning documents for this student and give authorization for the indicated credit(s) to be granted with a _____ Grade.

Faculty Signature Date

Division Dean

Comments: _____

I have reviewed this evaluation and give authorization for the above credit(s) to be granted with the above grade, as assigned by the reviewing faculty.

Division Dean Signature Date

Registrar

Comments: _____

Registrar Signature Date of final approval



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Prior Learning Credit

- Variety of methods available to career training students to receive credit
 - Prior Experiential Learning Portfolio
 - State, National, Industry or Professional Association Approved Training
 - Certificates of Completion
 - Professionally or Nationally accredited institutions
 - Work Experience
 - Prior Learning Challenge Exam
 - General testing, developed by the division, of course-related content
 - There is also a “Credit by Exam” option for students that is NOT considered part of Prior Learning. Charge for CbE is *per credit* and student receives *institutional credit* for the course by taking the final.
 - If a student is receiving PLA by the Prior Learning Challenge Exam option, make sure they pay for PRIOR LEARNING and NOT the “Credit by Exam” fee.

Prior Learning Credit

- Divisions are able to determine what methods they will and won't use and for what classes
- Division-controlled assessments
- For letter grade or Satisfactory/Unsatisfactory
- Flat \$100 fee *per course*, non-refundable
- Fees to be returned to the assessing faculty
- Once assessed and signed by all parties, the division submits to credentials to transcribe the course directly onto the student's transcripts, notating for PLA
- Policy and procedures mapped out on Page 1 of PLA document
- Page 2, Application (*before* faculty evaluation).
- Page 3, Approvals & Grade (*after* faculty evaluation)
- Division submits both pages 2 and 3 to credentials
- Once processed, credentials will also write a degree audit note and email the faculty evaluator

Degree Audit

<https://northseattle.edu/online-services/degree-audit>

- Check status of student progress, including where institutional, transfer, and substitution classes apply within a program of study
- Some substitution requests cannot be programmed in for the degree audit and will need to be written in at the time of graduation.
- Check Degree Audit Notes for updates about transfer of credit and academic exception requests, including notes about write-ins.