Principles for Transfer of Credit
256.840.4109 Studentservices@snead.edu

- A course completed at other regionally or Council on Occupational Education accredited postsecondary colleges with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
- A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
- A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students. Regardless of the GPA, English Composition courses require at least a grade of “C” for transfer credit to be awarded.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
- College transcripts are evaluated for transfer credit upon completion of all admission credentials. The college transcript of a student who has earned a baccalaureate or higher degree and does not wish to receive a degree from Snead State Community College is not evaluated for transfer credit. A student who possesses a baccalaureate or higher degree will be required to submit only the transcript from the College granting the highest degree unless a degree is desired from Snead State Community College. Submission of official college transcripts from all Colleges attended will then be required for a formal evaluation of transfer credits to be conducted.
- Transfer credit is generally awarded only for coursework at least equivalent to coursework Snead State is authorized to offer. Transfer credit is not awarded for courses or programs Snead State is not authorized to offer.

Non-Traditional College Credit
256.840.4109 Studentservices@snead.edu

Snead State Community College recognizes some types of non-traditional experiences and credit by examination: Advanced Placement (AP); College Level Examination Program (CLEP); Subject Proficiency Examinations; Credit for Specialized Military Service (SMT); United States Armed Forces Institute (USAF); Defense Activity for Non-traditional Education Support (DANTES); and Prior Learning Assessment (PLA) **NOT MORE THAN 25 PERCENT OF TOTAL CREDIT REQUIRED FOR ANY PROGRAM MAY BE AWARDED THROUGH NON-TRADITIONAL MEANS.**

- **Procedure for Applying for Non-Traditional Credit**
  To receive Advanced Placement or CLEP credit, an applicant must complete a request form in the Office of Student Services. If an applicant has the official documentation on file and the required test scores, official credit may be granted. The Director of Admissions and Records evaluates other types of non-traditional experiences or exams for awarding credit. Official documentation for all types of non-traditional credit awarded must be on file in the Student Services Office.
1. **Advanced Placement (AP):** Advanced Placement credit may be awarded by Snead State Community College to an entering freshman who has obtained a score of 3 or higher on the College Board Advanced Placement Examination. Requests for AP credit at Snead State must be submitted in the Office of Student Services.

2. **College Level Examination Program (CLEP):** Snead State Community College honors credit earned through CLEP examination provided appropriate scores are earned and adequate documentation is provided. A minimum score of 50 on the subject examination is required before specific course credit will be awarded. Credit awarded by any other accredited postsecondary college under the College Level Examination Program (CLEP) for a score of less than 50 will not be accepted by Snead State Community College. The policy of granting credit through CLEP/DANTES/USAF/ examinations may differ at Snead State Community College from policies at other colleges. The student is cautioned to check with other colleges to obtain additional information. Test scores must be documented by the official score sheet for the College Level Examination Program. Requests for CLEP credit should be submitted to the Office of Student Services.

3. **Subject Proficiency Examinations:** The College may award credit for some courses in the specialized portion of an Associate in Applied Science Degree program to a student who successfully completes specific course examinations. The student must obtain the approval of the Chief Academic Officer in order to take a challenge examination. Official documentation of test results, appropriate approved for credit form, and award must be filed in the Office of Student Services.

4. **Credit for Specialized Military Service (SMT):** Specialized Military Training (SMT) credit may be given for military courses completed at the college level. THE GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES (American Council on Education) is used in determining the amount of credit to be awarded. Physical Education credit may be awarded for military service as follows: Less than six months, no credit; six months to eleven months, two credit hours; and one year or more, three credit hours.

5. **Specialized Military Training - Reserve/National Guard:** Two hours of credit may be awarded for six months or more specialized military training (SMT). Official documentation of training is required. Snead State Community College is an institutional member of Service Members Opportunity Colleges (SOC) and admits students under the Concurrent Admissions Program (CONAP).

6. **Prior Learning Assessment (PLA):** Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses. Courses earned through prior learning shall be noted on the student’s transcript as having been awarded through PLA. Credit for academic transfer courses awarded through PLA may only be awarded by examination or nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY). Credit for experimental learning (portfolio review) may not be awarded for academic transfer.
courses. In the process of determining if credit can be awarded for prior learning, the College shall charge the student only for the cost of the PLA services and not for the amount of credit awarded. There shall be a charge of $25 for each portfolio review to assess experimental learning for college credit. Documentation must be provided for each course for which credit through experiential learning is requested, and the $25 fee applies to each review of documentation (e.g., individual is charged $50 if the person is seeking credit through experiential learning for two courses, and thereby requires portfolio reviews in relation to those two courses). Students seeking credit for academic transfer courses through examination or nationally recognized guidelines are not charged a fee for PLA or for credit awarded through PLA. Not more than 25 percent of total credit hours required for any program may be awarded as a result of PLA. Credit awarded does not count toward the minimum 25 percent of semester credit hours that must be completed at the college granting the degree. Before receiving credit through PLA for a course, an individual must meet enrollment requirements of the course. Credit may not be awarded twice for the same learning.