

APPLICATION FOR ALTERNATIVE CREDIT

Credit is being requested for this college credit course:

Course Number _____ Credit Hours _____ Course Title _____

Please check one box below. A separate application is required for each college course. A \$25 administrative fee is required for each application for alternative credit except when the outside work is Kirkwood Continuing Education coursework.

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A: College credit for completion of this articulated Kirkwood Continuing Education course:

• Requires official Kirkwood Continuing Education transcript.

Course Number _____

Class Name _____

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B: College credit for industry recognized, third-party portable certificate, credential, or licensure

• Requires original currently valid certificate, credential, or license.

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C: College credit for past learning including work experience and experiential learning, not related to the military

• Requires Portfolio assessment by the appropriate alternative credit advisor and lead faculty.

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D: College credit for past learning including work experience and experiential learning, related to the military

Name of Applicant (print) _____

k-number _____

Street Address _____

City _____

State _____

Zip _____

Telephone _____

Kirkwood Email _____

Kirkwood employee who provided this application form, if applicable: _____

1. I have read the policy on the reverse side of this form and understand my request for credit may be or may not be approved.

Applicant Signature _____

Date _____

Alternative credit advisor (print and sign) _____

Date _____

2. If you marked option B, C, or D above, after your alternative credit advisor has signed above, attach your receipt for the administrative fee to this form and give them to your alternative credit advisor.

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Approvals:

Alternative credit advisor signature: _____ Date: _____ Approve ☐ Deny ☐

Dean signature: _____ Date: _____ Approve ☐ Deny ☐

Office of Academic Affairs signature: _____ Date: _____ Approve ☐ Deny ☐

Alternative Credit Policy

Alternative credit is defined as college credit earned outside of Kirkwood credit course completion, transfer course completion, or credit by examination. Alternative credit requests cannot be made to replace a failing grade for a course previously attempted. The student will be assessed an administrative charge of \$25 for each Application for Alternative Credit except when the outside work is Kirkwood Continuing Education coursework.

This policy does not exempt students from complying with all other Kirkwood graduation policies including residency and graduation policies. Alternative credit may not count as institutional residence credit unless converted from Kirkwood Continuing Education coursework.

A maximum of 18 credits may be awarded for alternative coursework and exam credit of any kind. A student must request alternative credit be awarded. The credit is not awarded automatically.

If approved, a fee based on one-half of the current tuition for the credit course (except for Kirkwood Continuing Education) will be added to the student's bill for the current term. All forms and documentation will be submitted to the Records Evaluator for billing, recording, and archival.

Alternative credit will be denoted on the student's transcript as exam credit. The credit will not apply to the grade point average calculation. If the student transfers to another institution, credits earned through this policy are subject to the receiving institution's transfer credit policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.

If the Application for Alternative Credit is denied, the student will be notified in writing by the program coordinator or dean. The application and a copy of the denial letter must be submitted to the Records Evaluator for inclusion in the student's academic record and archival. The student may appeal the decision to the Vice President of Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

Alternative Credit Advisors

<u>Department</u>	<u>Name</u>
Ag Sciences	Ashley Moeller
Allied Health	Heather Niec
Allied Health	Cindy Erenberger
Arts & Humanities	Ben Jensen
Business and IT	Sarah Matheny
Communication, English, and Media	Carolyn Gonzalez
Health Occupations	Jackie Gillen
Hospitality	David Horsfield
Industrial Technologies	Carrie Barker
Industrial Technologies	Trina Weiland
Math/Science	Wendy Jamison
Math/Science	Jana Fowler
Nursing	Kathy Dolter
Nursing	Lauri Hughes
Social Science	Angela Gillis
Water Environmental Technology	Kim Fensterman