**Kirkwood’s Learner Success Agenda**

Instructional Innovation (Bill Lamb)

To improve learner success through integrated services and collaborative instructional improvement

**Objective #2**Implement team-based professional development within all departments for faculty (full-time and adjunct) and other instructional staff to improve department/program learner success by 2014.

Tactic 2.6 Implement a team-based career pathways and skills developmental model between/within departments and disciplines.

Original Team - Jeff Mitchell, Destery Hildenbrand, Lisa Williams, Mike McLaughlin, Michelle Kruse, Evone Vognsen

Added Dena Dennis (registrar)

|  |  |
| --- | --- |
| Overall Goals | 1. Models for articulation & partnerships between credit and non-credit  * CE manages credit program (Eg. Water Environmental Technology) * Credit contracts CE courses * Articulation agreements (waived credit from non-credit coursework/certificates) * Incubator – CE to credit  1. Pathway Initiatives  * Pilot programs (eg. KPACE) * Future pathway program possibilities |

The committee defined alternative credit as:

* Credit by examination
* Experiential learning/work experience
* Non-credit articulated learning
* Non-credit non-articulated learning
* Industry recognized, third party portable certificates
  + Certificate
  + Credential
  + Licensure

The alternative credit process will allow:

* The articulation of Kirkwood non-credit training to credit course work.
* Students will request their non-credit work to be assessed for equivalency to Kirkwood credit course work.
* Non-credit when converted to institutional credit is not applicable to the residency requirement at Kirkwood.

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**Policy Name:**

**Approval Authority:**

**Policy Owner:**

Registrar

## Policy Statement

This policy explains agreements for converting non-credit coursework, training or experience to technical college credit coursework.

## Reason for Policy

This policy defines the types of alternative credit Kirkwood will award and methods for students to apply for alternative credit.

## The 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 per application plus one half of the tuition per credit 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.

To obtain credit for Kirkwood Continuing Education coursework, the student must submit the following to the program coordinator:

1. Application for Alternative Credit
2. Proof of non-credit course completion

To obtain credit for industry recognized, third-party portable certificate, credential or licensure, the state or national examination must have been successfully completed no more than two years from the date of submission of the Application for Alternative Credit form. The student must submit the following to the program coordinator:

1. Application for Alternative Credit
2. Industry Recognized, Third-Party Portable Certificate, Credential or Licensure form
3. Copy of certificate or license

To obtain credit for work experience or experiential learning, the student must submit the following to the program coordinator:

1. Application for Alternative Credit
2. Portfolio to include but not limited to:
3. Tangible examples of competencies or a completed Portfolio Worksheet
4. A current resume
5. A job description that clearly defines duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested.

If approved, one half of the tuition per credit for each Application for Alternative Credit (except for Kirkwood Continuing Education), will be added to the student’s bill for the current term. All forms, attachments and documentation will be submitted to the Records Evaluator for billing, processing 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 Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

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**Policy Na**

**Approval Authority:**

**Policy Owner:**

Registrar

## Policy Statement

This policy explains agreements for converting non-credit coursework, training or experience to technical college credit coursework.

## Reason for Policy

The granting of college credit must meet institutional and accrediting agencies’ standards.

## The Policy

Non-credit work that is eligible for conversion to technical college credit coursework is:

1. Kirkwood Continuing Education coursework
2. Industry recognized, third-party portable certification, credential or licensure
3. Work experience/experiential learning

Approvals are required from the program coordinator, Dean and VP Academic Affairs.

Approved conversion agreements will be in effect for three years from the signature date at which time they must be reviewed and resubmitted for renewal. The renewal process is initiated by the office of the VP of Academic Affairs.

A record of all approved non-credit to credit coursework will be archived by the office of the VP Academic Affairs.

Roles and Responsibilities

Non-Credit Requester: Works with VP Continuing Education to prepare conversion proposal. Completes Instructor Qualification, Non-Credit Course Competencies and Non-Credit to Credit Conversion forms.

Credit Course Instructor: Works with non-credit requester to evaluate non-credit course competencies in comparison to credit course competencies.

Program Coordinator: Reviews and approves Non-Credit to Credit Conversion form and supporting documentation.

Dean: Reviews and approves Non-Credit Course Competencies, Instructor Qualification and Non-Credit to Credit Conversion forms

VP Academic Affairs: Reviews and approves Non-Credit to Credit Conversion form and supporting documentation. Maintains archival of approved forms. Initiates renewal process for approved conversions.

VP Continuing Education: Reviews and approves Non-Credit to Credit Conversion form and supporting documentation. Maintains instructor qualification standards for faculty subsequently hired to teach non-credit course.

Process for converting Kirkwood Continuing Education coursework

The course must meet the following requirements:

1. Completion of 80% of required course competencies
2. Required seat time
3. Instructor has credentials to teach the equivalent credit course

Forms to complete and route for approval:

1. Non-Credit to Credit Conversion form
2. Non-Credit Course Competencies form
3. Credit course master syllabus
4. Instructor Qualification
5. The non-credit course’s assessment instrument

Process for converting industry recognized, third-party portable certification, credential or licensure

A credit department may convert certification, credential or licensure from a recognized state or national examination to technical college credit coursework.

Forms to complete and route for approval:

1. Non-Credit to Credit Conversion form

Process for converting work experience or experiential learning

Credit for work experience/experiential learning will be evaluated by the program coordinator and Dean on a case-by-case basis upon examination of the student’s portfolio. The portfolio will include but will not be limited to:

1. Tangible examples of competencies or a completed Portfolio Worksheet
2. A current resume
3. A job description that clearly defines duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested.

APPLICATION FOR ALTERNATIVE CREDIT

Credit is being requested for Kirkwood course:

\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Number Credit Hours Course Title

*Please check appropriate box below. A separate application* is *required for each alternative credit request.*

* Student requesting Kirkwood Continuing Education course be converted to technical college credit coursework
  + Attach proof of Kirkwood Continuing Education course completion
  + Enclose $25 administrative fee
* Student requesting alternative credit for industry recognized, third-party portable certificate, credential or licensure
  + Attach Industry Recognized, Third-Party Portable Certificate, Credential or Licensure form
  + Attach copy of certificate, credential or license
  + Enclose $25 administrative fee
* Student requesting alternative credit for past learning including work experience and experiential learning
  + Attach Portfolio Worksheet and supporting documentation
  + Enclose $25 administrative fee

Name of Applicant K Number

Street Address

City State Zip

Telephone Kirkwood Email

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 .

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

..............................................................

Program Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approve  Deny 

Signature Date:

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approve  Deny

Signature Date:

VP Academic Affairs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approve  Deny

Signature Date:

*OFFICE USE ONLY*

Administrative Fee of $25 Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tuition Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

Credit added to transcript: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Notified: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Date

**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 per application plus one half of the tuition per credit for each Application for Alternative Credit except when the outside work is Kirkwood Continuing Education coursework.

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NON-CREDIT TO CREDIT CONVERSION

Technical College Credit Course:

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Number Credit Hours Title

Non·Credit Course(s)

Number Title

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Circle One Course Instructor has appropriate qualifications. YES NO

• Attach Instructor Qualification form

Competencies have been reviewed for both classes to determine compatibility. YES NO

• Attach Non-Credit Course Competencies form and credit course master syllabus

Assessment instrument(s) for the non-credit (alternative) credit course have been YES NO

reviewed and determined to adequately measure student success.

• Attach assessment instrument that was used

Approve  Deny 

NON-CREDIT REQUESTER DATE

Approve  Deny 

PROGRAM COORDINATOR DATE

Approve  Deny 

DEAN DATE

Approve  Deny 

VP ACADEMIC AFFAIRS DATE

Approve  Deny 

VP CONTINUING EDUCATION DATE

This form will be archived in the VP Academic Affairs Office.

It will be in effect for three years and then will be reviewed for renewal.

**INDUSTRY RECOGNIZED, THIRD-PARTY PORTABLE CERTIFICATE, CREDENTIAL OR LICENSURE**

\* \* \* Copy of certificate/credential/licensure(s) must be attached to this application \* \* \*

Credit being requested:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title of Certificate/Credential/Licensure Completed | Date Completed | Title of Kirkwood Course | Course Number | Credits |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I request the above credit for my certificate/credential/licensure(s).

I understand that the credit may or may not be awarded.

I understand my certificate/credential/licensure(s) must not have been earned more than two years from the Application for Alternative Credit date to receive credit.

Student Signature K number Date

I have reviewed the attached Certificate/Credential/Licensure(s) and after evaluation determined them to be equivalent to the above Kirkwood coursework. Attached is documentation of the evaluation of the certificate/credential/licensure(s).

Approve  Deny 

PROGRAM COORDINATOR DATE

Approve  Deny 

DEAN DATE

Approve  Deny 

VP ACADEMIC AFFAIRS DATE

NON-CREDIT COURSE COMPETENCIES

Non-Credit Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number: \_\_\_\_\_\_\_\_

Credit Course Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course Number: \_\_\_\_\_\_\_\_

For each credit course competency listed on the master syllabus, describe how, and the degree to which, this non-credit course meets the competency.

*Competency 1:*

*Competency 2:*

*Competency 3:*

*Competency 4:*

*Competency 5:*

*Competency 6:*

*Competency 7:*

*Competency 8:*

Non-Credit Course Instructor Date

Credit Course Instructor Date

Dean Date

SAMPLE PORTFOLIO WORKSHEET

(Example of a completed form.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Experience | Description of Duties (What I did) | Skills/Competencies (What I had to know) | Analysis of Learning (What I learned) | Documentation (How is this verified?) |
| Employment experience (Use this for work experience credit) | 2008-2012 Administrative Assistant position, ABC Company, Inc.  124 E. Main Street  Tampa, Florida 52230 | * Maintained inventory control of publications * Correspond with clients * Wrote a copy for press * Prepared monthly budget * Supervised clerical staff | * Organizational procedures * Problem solving * How to write letters and memos * How to prepare new copy * How to set up account books * How to deal with difficult personnel issues | * How to develop inventory control * How to write more effectively * Public relations * How to monitor accounts * Personnel policies and procedures | * Office job description from employer * Letter from supervisor * Resume * Documentation of past work (copy of a budget, letters written) * Any documentation of training taken place at work |
|  | 2012-Present  Elected Board Treasurer | * Prepared budget proposals for Board * Reviewed expenditures of school district * Worked with state auditors * Prepared budget statements for district newsletter * Gave public presentations of annual budge report | * Thorough knowledge of state and local budget * How to explain budget and provide necessary information * How to write professionally * How to speak professionally | * Budgeting for $5 million annual budget * Prudent fiscal management * Professional writing procedures * How to be persuasive * Improvement of public speaking * Public relations | * Examples of professional writing * Examples of prepared budgets * Video or documentation of presentations made |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Experience | Description of Duties (What I did) | Skills/Competencies (What I had to know) | Analysis of Learning (What I learned) | Documentation (How is this verified?) |
| Education: Non-Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to Kirkwood credit competencies) | Stress Management  Workshop  Kirkwood Continuing Education |  |  | * Effective breathing exercises * How to decrease burn out | * Certificate from course – earned 2.5 CEUs * Registration form |
| Volunteer Experience/Other (Use for experiential learning, life experience, work, portfolio, etc) | 2002-2007  GRRAND (Golden Retriever Rescue and Adoption of Needy Dogs) | * Home visits * Coordinated follow up calls | * How to explain policies and procedures very clearly | * Public speaking * How to lead other volunteers effectively | * Pictures from events * Information given out at home visits * Letter of reference from volunteer supervisor |
|  | Volunteer vacation to Australia | * Lived on conservation property * Worked throughout property (feeding animals, planting trees, etc.) | * How to live/work with different cultures | * Ecological concerns in foreign countries | * Acceptance letter * Pictures * Itinerary |

**PORTFOLIO WORKSHEET**

(May use multiple sheets to fully document competencies)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Experience | Description of Duties (What I did) | Skills/Competencies (What I had to know) | Analysis of Learning (What I learned) | Documentation (How is this verified?) |
| Employment experience (Use this for work experience credit) |  |  |  |  |  |
| Education: Non-Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to Kirkwood credit competencies) |  |  |  |  |  |
| Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc) |  |  |  |  |  |
|  | Experience | Description of Duties (What I did) | Skills/Competencies (What I had to know) | Analysis of Learning (What I learned) | Documentation (How is this verified?) |
| Employment experience (Use this for work experience credit) |  |  |  |  |  |
| Education: Non-Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to Kirkwood credit competencies) |  |  |  |  |  |
| Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc) |  |  |  |  |  |