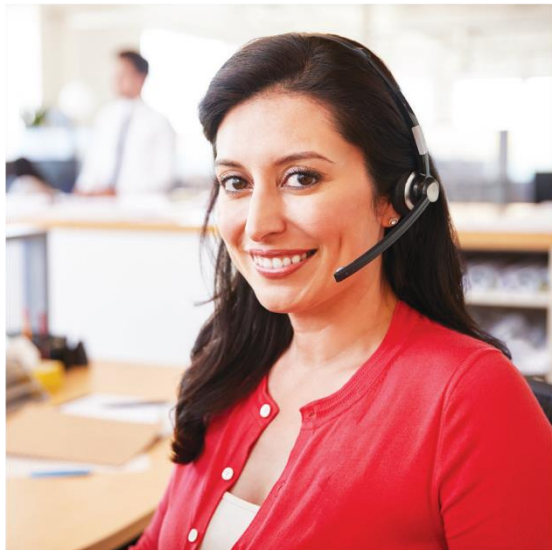
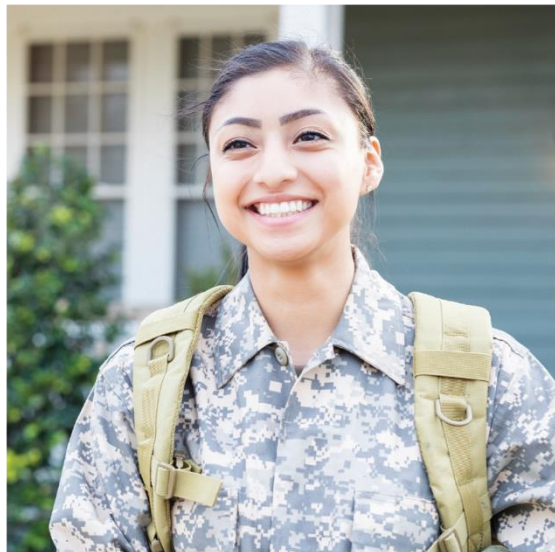


SOUTH TEXAS COLLEGE PRIOR LEARNING ASSESSMENT (PLA)

GUIDELINES AND PROCEDURES MANUAL



*Earn credit for your prior
learning experiences*

2023-2024



**SOUTH TEXAS
COLLEGE**

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INTRODUCTION

South Texas College (STC) strives to provide students with opportunities to receive credit for prior learning while still maintaining the academic integrity of its academic programs. Prior Learning Assessment (PLA) is the evaluation of an individual's learning outside of the college classroom. PLA gives students an opportunity to earn college credits for college-level knowledge they have acquired through experience including military service, licensure or certifications, or STC non-credit continuing education. In order to ensure the academic quality of credit earned through PLA, all assessment criteria are developed and processed by academically qualified faculty in the discipline, with approvals obtained as outlined for each pathway.

Participants benefit from recognized learning outside the traditional classroom, reduced program costs, and timely degree completion. To accommodate this need, STC has developed the Prior Learning Assessment Guidelines and Procedures Manual. This Manual is designed to provide information about the diverse ways in which students obtain academic credit for knowledge and skills learned outside a classroom setting. This academic college credit can be awarded through the following seven (5) prior learning programs/pathways:

- Military Training
- External Exams – CLEP, AP, IB
- Internal Credit by Exam
- STC Non-Credit to Credit Conversion
- Licensure or Professional Certification

Students may petition course credit for any one of the aforementioned pathways. Course credit is awarded when content mastered through an experience is similar to the student learning outcomes of an STC course and is consistent with the mission of the College.

The Academic Affairs Division and the Student Affairs & Enrollment Management Division work collaboratively to process prior learning assessment requests. The Office of the Vice President for Academic Affairs ensures PLA adheres to institutional policies, individual program accreditation requirements, and regional accreditation standards, maintains academic integrity, and follows current business processes. As appropriate, PLA opportunities are supported by faculty who qualify to teach the course(s) in accordance with credentialing guidelines set forth in Board Policy 4151. The Office of the Vice President for Student Affairs & Enrollment Management provides support to PLA applicants through academic advising, application assistance, and posting credit. STC Policies are consistent with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles and with South Texas College *Board Policy 3346 - Awarding Academic Credit for Experiential Learning and Non-Credit Coursework*.

This PLA Guidelines and Procedures Manual provides students with insight regarding student eligibility requirements to request credit, the credit for prior learning guidelines, the amount of fees required if applicable, the criteria for each prior learning pathway, and the STC procedures for granting credit.

Section I

- Guidelines for Awarding Credit
- Applicable Fees

SECTION I: Section One of this Manual includes information regarding the guidelines used when assessing and awarding credit for all pathways as outlined in this document as well as any applicable fees.

GUIDELINES for AWARDING CREDIT

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 identified learning outcomes for a specific course or courses.

1. Students cannot request PLA for courses attempted or previously taken.
 - A. Attempted – Courses that appear on an STC or transferring institution transcript as withdrawn (W) or incomplete (I).
 - B. Previously Taken – Courses that appear on STC or transferring institution transcript with a grade.
2. Credit may only be awarded for courses applicable to the student’s declared degree plan.
3. Credit is posted after census date of the semester in which the assessment was taken.
4. Credit does not count toward the 25% residency requirement of the college, nor meet eligibility requirements for financial aid or loan deferment.
5. Credit for each Prior Learning Assessment pathway, or any combination thereof, may not exceed 75% of a student’s Certificate, Associate, or Bachelor’s degree coursework.
6. Credit earned through PLA cannot be removed from a student’s transcript once it has been awarded.
7. Course credit is documented as “TCR” (transfer credit) on an STC transcript and contributes toward graduation requirements. Letter grades cannot be given for course credit earned through PLA.
8. Other institutions are not obligated to accept credits awarded by STC that were earned through PLA
9. Students who are denied credit through PLA for a specific course may not petition for credit again for that course by any options defined under PLA.

NOTE: Some pathways for Prior Learning Assessment may require additional criteria for eligibility. Refer to Section II of this manual for further information.

APPLICABLE FEES

The chart below indicates applicable fees for processing credit for prior learning. Fees for internal credit by exam are non-refundable and must be paid to the Cashiers Office upon Dean approval of the **Request for Credit by Examination** form (Appendix E). Refer to the *Internal Credit by Exam* pathway for more information.

| Pathway | Prior Learning | Fee |
|---------|---|---|
| 1 | Military Training | No Fee |
| 2 | External Exams – CLEP, AP, IB | No Fee |
| 3 | Internal Credit by Exam | \$25 or based on department expense plus Tuition based on residency |
| 4 | STC Non-Credit to Credit Conversion | No Fee |
| 5 | Licensure or Professional Certification | No Fee |

Section II

- Pathways for Prior Learning
 1. Military Training
 2. External Exams – CLEP, AP, IB
 3. Internal Credit by Exam
 4. STC Non-Credit to Credit Conversion
 5. Licensure or Professional Certification
- Summary Crosswalk for Prior Learning Assessment Pathways

SECTION II: Section Two of this Manual contains a description of each prior learning pathway, student eligibility criteria, steps students should take to request credit, and the STC procedures for assessing and/or granting credit.

PATHWAYS for PRIOR LEARNING

1. Military Training

STC is committed to ensuring our active duty, former, and retired military personnel receive credit for college-level knowledge gained through their service to our country.

Student Eligibility

To request PLA credit for this pathway, students must meet the following:

1. Student must be actively enrolled at South Texas College. Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process.
2. Student must have a declared program or major. Credits will only apply to the student's degree plan for the declared major.

The STC Office of Veterans Affairs is available to provide assistance to all veterans. Office locations are: Pecan Campus, Bldg. K, Room 2.602; Mid-Valley Campus, Bldg. F, Room 117; and Starr County Campus, Bldg. G, Room 1.410. For additional information online, visit the STC Veterans Affairs website: <https://www.southtexascollege.edu/veterans/>.

NOTE: There is no application or fee for this prior learning assessment. Credit may not exceed 75% of degree requirements

Student Responsibilities

- Request official military transcripts to be sent directly to the STC Office of Admissions & Records at admissions@southtexascollege.edu.
 - Service members (Army, Navy, Marine Corps, Coast Guard) should request a Joint Services Transcript or (Air Force) Community College of the Air Force Transcript for evaluation.

STC Procedures

- Office of Admissions & Records
 - Review and assess transcript
 - Verify that training has been reviewed by ACE and is listed in the *National Guide to College Credit for Workforce Training* on the ACE website
 - Issue a "TCR" (transfer credit) on student's transcript for applicable courses

2. External Exam Credit

PLA credits may be granted for several national examinations including: College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB). Any student interested in demonstrating their knowledge by passing an exam needs to be advised first if the exam(s) are applicable to the student's degree plan.

- *College Level Examination Program (CLEP)*
A CLEP exam allows students to demonstrate mastery of college-level knowledge in a particular subject. For additional information, refer to <http://clep.collegeboard.org/exam>. Appendix A of this Manual lists the required scores for CLEP Subject Examination Credit.
- *Advanced Placement (AP)*
While attending high school, students are able to pursue college-level studies with the opportunity to earn college credit by taking AP exams. For additional information, refer to <http://www.collegeboard.com/student/testing/ap/about.html>. Appendix B of this Manual lists the required scores for credit through AP exams.
- *International Baccalaureate (IB)*
IB exams are administered for students at specific high schools that follow the IB curriculum. Appendix C of this Manual lists the required scores to earn credit through IB exams.

Student Eligibility

To request PLA credit for this pathway, students must meet the following requirements:

- Student must be actively enrolled at South Texas College. Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process.
- Student must have a declared program or major.
- Student must have successfully completed a minimum of 6 hours of STC course work before credit can be applied.

NOTE: There is no application or payment to STC for this prior learning assessment; however, most external exams have a fee that is paid to the testing administrator upon registration. Credit for CLEP, AP, IB, internal exams or combination thereof may not exceed 75% of degree requirements.

Student Responsibilities

- If the student is interested in taking an exam for credit, they must see an STC advisor prior to registering for the exam to ensure credit will apply to their degree plan.
- If advisor recommends credit by exam, student should register for the exam, pay applicable fee, and request scores to be sent directly to:
South Texas College
Attn: Admissions and Records
3201 W. Pecan Blvd.
McAllen, TX 78501
- If test was taken previously, contact test administrator and request scores to be sent directly to STC.

STC Procedures

- Office of Admissions & Records
 - Review and assess official exam scores
 - Grant applicable credit based on required scores
 - Issue a “TCR” (transfer credit) on student’s transcript for exams with passing scores

3. Internal Credit by Exam

Internal Credit by Exam is only applicable towards specific workforce courses. The assessments are developed, implemented, and graded by the Department Chair and faculty, who qualify to teach the course in accordance with credentialing guidelines set forth in Board Policy 4151. The Department Chair, along with academically qualified department faculty, determine which courses are eligible and the competencies that will be assessed based on the learning outcomes for the course. Appendix D lists all course options eligible for credit by exam. All assessments are similar to exams administered in a traditional course, and the same course assessment is used at all STC campuses. Depending upon the nature of the course, the examination may consist of practical demonstration(s) of competence.

Student Eligibility

To request PLA credit for this pathway, students must meet the following requirements:

- Student must be actively enrolled at South Texas College. Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process.
- Student must have a declared program or major.
- Student must have successfully completed a minimum of 6 hours of STC course work before credit can be applied.
- Student must obtain a minimum passing score of 80 for credit by examination in order for credit to be awarded.

NOTE: There is a \$25 application fee, or fee based on department expense, plus tuition based on student's residency status. Internal Credit by Exam can only be attempted once per course. Credit for CLEP, AP, IB, internal exams, or combination thereof may not exceed 75% of degree requirements.

Student Responsibilities

- Consult with Department Chair of the course for which you are seeking internal credit by examination
- If it is determined that an Internal Credit by Exam is applicable, request and complete the **Request for Credit by Examination** form (Appendix E) provided by the Department Chair
- Submit completed form to Department Chair for signature
- Once Department Chair signature is obtained, hold on to the form and pay required \$25 application fee, or fee based on department expense, and tuition fee at the Cashiers Office
- Staple receipt of payment to form and return to Department Chair
- Schedule test with Department Chair

STC Procedures

- Department Chair
 - Advise student regarding assessment requirements and provide **Request for Credit by Examination** form, if applicable
 - Sign completed form
 - Schedule exam and provide student with date, time, and location details
 - Evaluate exam and determine score; if student earned a passing grade, sign the form and forward with exam to the Dean for signature
- Division Dean
 - Review completed form and sign

- For passing scores, submit form, copy of exam score, and paid receipt to the Office of Admissions & Records
- Office of Admissions & Records
 - Issue a “TCR” (transfer credit) on student’s transcript for exams with passing scores
 - For auditing purposes, maintain a file including the **Request for Credit by Examination** Form, receipt of payment, assessment tool, and exam score

4. STC Non-Credit to Credit Conversion

STC Non-Credit to Credit conversion provides students an opportunity to convert eligible non-credit courses (also known as Continuing Education) to credit applicable toward a workforce or academic program. This can be attained through individual courses or through a coherent sequence of courses resulting in a bridge between Continuing Education and an instructional program. Credit for these pathways is based on successful completion of the non-credit courses.

Mirror vs Non-Mirror Courses

The STC Continuing Education Program, in partnership with the STC Instructional Divisions, assesses which courses are eligible for non-credit to credit conversion. These courses are categorized into two areas, as defined below.

Mirror Courses

When a course may be delivered in either Semester Credit Hours (SCH) or Continuing Education Unit (CEU) format as indicated in the Workforce Education Manual (WECM), the course is defined as a “mirror” course and must be offered as published in the WECM. These courses must meet all SACSCOC requirements. (GIPWE, 2015) The *Non-Credit to Credit Course Equivalency Form* must be completed for each mirror course to demonstrate alignment of course content and learning outcomes. For a list of approved courses, see appendix F.

Non-Mirror Courses

When a course(s) is delivered in CEU format and has competencies/learning outcomes comparable to a SCH course but do not have the exact same title and course description, then the course is defined as a “non-mirror” course. Even though these courses do not have the same course title or course description, the competencies/learning outcomes can be mapped to the credit course via the *Non-Credit to Credit Course Equivalency Form* to justify awarding credit to students. Courses can either be mapped individually, one-to-one, or can be mapped to more than one course depending on the content. In some case, courses derived from the WECM may be mapped to courses from the Academic Course Guide Manual (ACGM). These courses must also meet all SACSCOC requirements. For a list of approved courses, see appendix G.

Approval Process for Non-Credit to Credit Conversion

- Department Chair/Continuing Education
 - Continuing Education consults with Department Chair on potential course for non-credit to credit conversion.
 - Department Chair meets with faculty to review course content and ensure learning outcomes are aligned.
 - Department Chair, with assistance from Continuing Education Administrator, completes a **Non-Credit to Credit Course Equivalency Form** (Appendix H) for each course that will be granted academic or workforce credit. The form includes:

- ✓ Course Information, which includes the course number, title and course description
- ✓ Course Competencies/Learning Outcomes, which are mapped from the non-credit to credit course(s)
- ✓ Justification for Course Equivalency
- ✓ Course Completion Requirements to include minimum passing grade, contact hours, and attendance requirements
- ✓ Faculty Information, which lists the faculty credentials which must comply with *STC Board Policy 4151 – Academic and Professional Credentials for Faculty*.
- ✓ A syllabus for the non-credit and the credit course is to be attached that demonstrates the course meets all credit requirements including, but not limited to, curriculum, textbooks, and student learning outcomes.

The form should thereafter be routed for approvals to include the Department Chair, Division Dean, Continuing Education Administrator, and the Vice President for Academic Affairs.

Student Responsibilities

- Contact the Department of Continuing Education (956-872-3585) to inquire on non-credit to credit conversion of a course
- Register for the course at <https://www.southtexascollege.edu/cpit>.

Awarding of Credit to Students

Upon successful completion of the course, the process for awarding conversion of credit is initiated by the Continuing Education department.

STC Procedure for Awarding Conversion of Credit

- Continuing Education Administrator
 - Initiate **Non-Credit to Credit Conversion Form** (Appendix I)
 - Forward form and a copy of the student roster with the attendance and final grade to the Department Chair
- Department Chair
 - Verify student passed non-credit course with pre-established criteria, as per the Non-Credit to Credit Course Equivalency Form, including minimum grade and attendance required for conversion
 - Verify student meets all admission requirements for the credit program selected
 - Approve conversion of STC non-credit to credit by signing and forwarding required form and attachments to the Director of Curriculum.
- Director of Curriculum
 - Review and approve by signing conversion form
 - Forward form and attachments to Director of Student Records and Registrar
- Office of Admissions and Records
 - Issue a “TCR” (transfer credit) on student’s transcript for SCH
 - Send form and attachments to Continuing Education Administrator
- Continuing Education Administrator
 - For auditing purposes, maintain a file including form, with attachments, and documentation, which includes the following:
 - Non-Credit to Credit Course Equivalency Form
 - Non-Credit to Credit Course Conversion Form

Student Eligibility for Awarding of Credit

To receive PLA credit for this pathway, students must meet the following requirements:

- Student must be actively enrolled at South Texas College as a traditional student (non-dual). Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process for the credit program.
- Student must have a declared program or major.
- Student must have successfully completed a minimum of 6 hours of STC course work before credit can be applied.

NOTE: There is no application or fee for this prior learning assessment.

Student Responsibilities

- Enroll and declare the program for which the non-credit course credit would apply to.
Note: Students have up to one year from completion of the non-credit course to have the credit applied.
- Complete 6 credit hours of coursework for the declared program

5. Licensure and Professional Certification

STC provides Educational Pathways for individuals who earn professional certification locally, regionally, and nationally. The College has developed a process to assess the content completed as part of certain training programs and then provides students with escrow credits toward applicable Associate and Bachelor's Degrees.

Credit is based on competencies demonstrated through successful completion of the certification or state licensure assessment. Accepted Licensures/Professional Certifications include the training, certification, or licensures listed below.

Educational Pathways for Public Safety

Note: For the list of courses that escrow credit applies to for each subsequent licensure/professional certification, please visit the [Law Enforcement](#) catalog page.

- ***Basic Peace Officer/Police Academy***

Upon review of Texas Commission on Law Enforcement (TCOLE) training transcript, and successful completion of CJSA 1348 – Ethics in Criminal Justice and CJLE 1249 – Intermediate Arrest, Search and Seizure, individuals who have earned a **TCOLE Basic Peace Officer Certification** will receive 23 escrow college credit hours toward an Associate of Applied Science in Law Enforcement for the following courses.

- CJSA 1348 – Ethics in Criminal Justice
- CJLE 1249 – Intermediate Arrest, Search and Seizure

- ***Basic County Corrections***

Upon review of Texas Commission on Law Enforcement (TCOLE) training transcript, and successful completion of the STC courses listed below, individuals who have completed the **Basic County Corrections Course** will receive 3 escrow college credit hours toward an Associate of Applied Science in Law Enforcement.

- CJSA 1348 – Ethics in Criminal Justice
- CJLE 1249 – Intermediate Arrest, Search and Seizure

- *Basic Telecommunicator Licensing*
 Upon review of Texas Commission on Law Enforcement (TCOLE) training transcript, and successful completion of the STC courses listed below, individuals who have completed the **Basic Telecommunicator Licensing Course** (formerly known as Basic Telecommunication Certification Course) will receive 3 escrowed college credit hours toward an Associate of Applied Science in Law Enforcement.
 CJSA 1348 – Ethics in Criminal Justice
 CJLE 1249 – Intermediate Arrest, Search and Seizure
- *Firefighter/Fire Science Academy*
 Upon review of Texas Commission on Fire Protection (TCOFP) training transcript, and successful completion of the STC courses listed below, individuals who have completed and maintained a **TCFP Firefighter Certification** will receive 26 escrowed college credit hours toward an Associate of Applied Science in Fire Science.
 FIRT 1427 – Building Construction in the Fire Service
 FIRT 1353 – Legal Aspects of Fire Protection
- *Federal Professional Training Center (FLETC)*
 STC developed a College Credit Initiative Agreement with the Federal Law Enforcement Training Center (FLETC) to provide college credits to graduates of FLETC training programs. Graduates of the **Criminal Investigator Training Program, Land Management Police Training Program, or Uniformed Police Training Program** will receive escrowed college credit hours (6 hours for Criminal Investigator Training Program, 9 hours for Land Management Police Training Program, 6 hours for Uniformed Police Training Program) toward an Associate of Applied Science in Law Enforcement upon successful completion of the STC courses listed below.
 CJSA 1348 – Ethics in Criminal Justice
 CJLE 1249 – Intermediate Arrest, Search and Seizure
- *U.S. Customs & Border Protection (CBP) – Border Patrol*
 Upon successful completion of the STC courses listed below, individuals with a **U.S. Border Patrol Integrated Academy Certification** will receive 17 escrowed college credit hours toward an Associate of Applied Science in Law Enforcement.
 CJSA 1348 – Ethics in Criminal Justice
 CJLE 1249 – Intermediate Arrest, Search and Seizure
- *U.S. Customs & Border Protection (CBP) – Field Operations*
 Upon successful completion of the STC courses listed below, individuals who have completed the **U.S. Field Operations Training Academy** will receive 12 escrowed college credit hours toward an Associate of Applied Science in Law Enforcement.
 CJSA 1348 – Ethics in Criminal Justice
 CJLE 1249 – Intermediate Arrest, Search and Seizure
- *U.S. Coast Guard - Maritime Law Enforcement Academy (MLEA)*
 Upon successful completion of the STC courses listed below, individuals who have completed the **U.S. Coast Guard Maritime Law Enforcement Academy** will receive 15 escrowed college credit hours toward an Associate of Applied Science in Law Enforcement.
 CJSA 1348 – Ethics in Criminal Justice
 CJLE 1249 – Intermediate Arrest, Search and Seizure

- *U.S. Navy Master-at-Arms “A” School*

Upon successful completion of the STC courses listed below, individuals who have completed the **U.S. Navy Master-at-Arms “A” School** will receive 18 escrowed college credit hours toward an Associate of Applied Science in Law Enforcement.

CJSA 1348 – Ethics in Criminal Justice

CJLE 1249 – Intermediate Arrest, Search and Seizure

Educational Pathways in Nursing & Allied Health

Note: For the list of courses that escrow credit applies to for each subsequent licensure/professional certification, please visit the [Associate Degree Nursing](#) catalog page.

- *EMT Paramedic to RN Associate of Applied Science*

Upon completion of the STC courses listed below, individuals with a Paramedic License will receive 10 escrowed college credit hours toward the Registered Nurse – Associate of Applied Science.

RNSG 1417 – Concepts of Professional Nursing Practice I

RNSG 1140 – Professional Nursing Skills for Articulating Students

RNSG 1162 – Transition Clinical

- *LVN to RN Associate of Applied Science*

Upon completion of the STC courses listed below, individuals with an LVN License will receive 10 escrowed college credit hours toward the Registered Nurse – Associate of Applied Science.

RNSG 1417 – Concepts of Professional Nursing Practice I

RNSG 1140 – Professional Nursing Skills for Articulating Students

RNSG 1162 – Transition Clinical

Student Responsibilities

- **For Educational Pathways in Public Safety**

- Contact the Law Enforcement department at 956-872-4200 to inquire on the process.
 - If department determines student is eligible for escrow credit, student will need to submit training transcripts and provide a copy of current certificate or licensure, if applicable, to the Law Enforcement department.
 - Student must be actively enrolled at South Texas College. Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process.
 - Student must have a declared program or major for which the escrow credit can be applied to. Exceptions may apply on a case-by-case basis and will require approval from the Vice President for Academic Affairs.
 - Student must register for the courses required for the designated program.
- Student must successfully complete a minimum of 6 hours of STC course work before escrow credit can be applied.

- **For Educational Pathways in Nursing & Allied Health**

- Student must be actively enrolled at South Texas College. Potential students should visit <https://www.southtexascollege.edu/getting-started/> to start the enrollment process.
- Student must complete the application process, submit required documentation, and be accepted to the program for which escrow credit would be applied to. Information regarding entry to the program can be found in the [catalog](#) page.

STC Procedures

- **For Educational Pathways in Public Safety**
 - Law Enforcement department verifies the following:
 - Training was successfully completed,
 - Certification or license was earned, if applicable
 - Required STC courses were successfully completed
 - Department submits memo, with copy of training transcripts and licensure/certification (if applicable), to Office of Admissions & Records to grant applicable escrowed college credit hours aligned to student's declared degree plan
- Office of Admissions & Records
 - Receives and processes academy transcripts/report in BANNER.
 - Applies escrow credits to student's declared program
- **For Educational Pathways in Nursing & Allied Health**
 - Associate Degree Nursing department verifies the following:
 - Program Application requirements met
 - Current and active licensure (LVN or EMT Paramedic)
 - Required STC courses were successfully completed
 - Department submits memo to Office of Admissions & Records to grant applicable escrowed college credit hours aligned to student's declared degree plan
- Office of Admissions & Records
 - Applies escrow credits to student's declared program

Summary Crosswalk for Prior Learning Assessment Pathways

| # | PLA Pathway | Application/Fee | Student Responsibilities | STC Procedures |
|---|--|------------------------------------|--|---|
| 1 | Military Training | No | Request military transcripts to be sent to Office of Admissions & Records. <ul style="list-style-type: none"> Community College of the Air Force, OR Joint Services Transcript (SMART) <u>NOTE:</u> Credit may not exceed 75% of degree requirements | Office of Admissions & Records: Review and assess transcript and grant applicable credit. |
| 3 | External Exam Credit CLEP, AP, IB | No | Request scores to be sent to Office of Admissions & Records. <u>NOTE:</u> Credit for CLEP, AP, IB, internal exams or combination thereof may not exceed 75% of degree requirements. | Office of Admissions & Records: Review and assess exam scores. Grant applicable credit. |
| 4 | Internal Credit by Exam Administered by STC | Yes/\$25 (or dept. exp.) + Tuition | Consult with Department Chair. Submit Request for Credit by Examination. Pay required fees. Take exam. <u>NOTE:</u> Internal Credit by Exam can only be attempted once per course. Credit for CLEP, AP, IB, departmental examinations or combination thereof may not exceed 75% of degree requirements. | Department Chair: Advise student regarding assessment requirements. Sign application and schedule test. Administer and score exam. Forward completed form and passing exam to Dean. Dean: Review completed form and exam. For passing scores, submit application and paid receipt to Admissions & Records. Office of Admissions & Records: Grant credit for passing scores. |
| 5 | Non-Credit to Credit Conversion | No | Contact Department of Continuing Education to inquire on non-credit to credit conversion of a course (See Appendix F & G) and register for course, if applicable. <u>NOTE:</u> Students seeking non-credit to credit conversion must request <i>Non-Credit to Credit Course Conversion Form</i> within one (1) year of completion of the Continuing Education course. | Continuing Education Administrator: Initiate <i>Non-Credit to Credit Conversion Form</i> and forward to Department Chair. Department Chair: Verify student passed non-credit course with pre-established criteria; approve by signature and forward to Director of Curriculum. Director of Curriculum: Review and approve by signature; forward to the Director of Student Records and Registrar. Office of Admissions & Records: Grant credit for approved conversion and forward all documentation to Continuing Education Administrator for record-keeping. |
| 6 | Licensure and Professional Certification | No | For Public Safety: Consult with Department Chair for review of official transcripts, licensure, and/or certification documentation for eligibility. For Nursing & Allied Health: Complete and be accepted to the designated program. | For Public Safety – Department Chair: Verifies trainings, certifications/licensure, and completion of 6 SCH required courses. Submits memo with documentation to Office of Admissions & Records. Office of Admissions & Records: Receive and process academy transcripts in BANNER and applies escrow credit aligned to student’s declared program. For Nursing & Allied Health – Department Chair: Verify program application requirements, licensure, and required STC courses successfully completed. Submit memo to Office of Admissions & Records. Office of Admissions & Records: Grants applicable escrowed college credit hours aligned to student’s declared program. |

Section III

- Appendices
 - Required Scores for CLEP Subject Examination Credit
 - Required Scores for AP Credit
 - Required Scores for IB Credit
 - Internal Credit by Examination Course Options List
 - Request for Credit by Examination
 - Approved STC Non-Credit to Credit Courses (Mirror)
 - Approved STC Non-Credit to Credit Courses (Non-Mirror)
 - Non-Credit to Credit Course Equivalency Form
 - Non-Credit to Credit Course Conversion Form

APPENDIX A – Required Scores for CLEP Subject Examination Credit

| Subject | Min. Score | STC Course | Credit Hours |
|--|------------|--|--------------|
| Info Systems and Computer Applications | 50 | COSC 1301 | 3 |
| Financial Accounting | 50 | ACCT 2401, ACCT 2402 | 8 |
| Biology | 50 | BIOL 1406, BIOL 1407, BIOL 1408, BIOL 1409 | 8 |
| Introductory Business Law | 50 | BUSI 2301 | 3 |
| Chemistry | 50 | CHEM 1411, CHEM 1412 | 8 |
| Principles of Microeconomics | 50 | ECON 2302 | 3 |
| Principles of Macroeconomics | 50 | ECON 2301 | 3 |
| College Composition | 50 | ENGL 1301, ENGL 1302 | 6 |
| Spanish Language | 65 | SPAN 1411, SPAN 1412 | 8 |
| Analyzing & Interpreting Literature | 50 | ENGL 2341 | 3 |
| American Literature | 50 | ENGL 2326 | 3 |
| English Literature | 50 | ENGL 2321 | 3 |
| History of the US I | 50 | HIST 1301 | 3 |
| History of the US II | 50 | HIST 1302 | 3 |
| College Algebra | 50 | MATH 1414 | 4 |
| Calculus | 50 | MATH 2413, MATH 2414 | 8 |
| Introductory Psychology | 50 | PSYC 2301 | 3 |
| Introductory Sociology | 50 | SOCI 1301 | 3 |
| College Mathematics | 50 | MATH 1332 | 3 |
| Principles of Management | 53 | TMGT 3305 | 3 |
| Principles of Marketing | 53 | TMGT 3000 (upper-level elective) | 3 |
| Introductory Business Law | 54 | TMGT 3336 | 3 |

APPENDIX B – Required Scores for AP Credit

| Subject | Min. Score | STC Course | Credit Hours |
|------------------------------------|------------|--|--------------|
| Biology | 3 | (BIOL 1406, BIOL 1407) or (BIOL 1408, BIOL 1409) | 8 |
| Environ. Science | 3 | BIOL 2406 | 4 |
| Chemistry | 3 | CHEM 1411, CHEM 1412 | 8 |
| Computer Science (A) | 3 | COSC 1436 | 4 |
| Macroeconomics | 3 | ECON 2301 | 3 |
| Microeconomics | 3 | ECON 2302 | 3 |
| English Language and Composition | 3 | ENGL 1301 | 3 |
| English Literature and Composition | 3 | ENGL 1301 | 3 |
| United States History | 3 | HIST 1301, HIST 1302 | 6 |
| Calculus AB | 3 | MATH 2413 | 4 |
| Calculus BC | 3 | MATH 2413, MATH 2414 | 8 |
| Physics B | 3 | PHYS 1401, PHYS 1402 | 8 |
| Physics C: Mechanics | 3 | PHYS 2425 | 4 |
| Physics C: Electricity & Magnetism | 3 | PHYS 2426 | 4 |
| US Government and Politics | 3 | GOVT 2305 | 3 |
| Spanish Language | 3 | SPAN 1411 | 4 |
| Spanish Literature | 3 | SPAN 1411, SPAN 1412 | 8 |

APPENDIX C – Required Scores for IB Credit
(Note: Eligibility requirements apply)

| IB Examination | Score | STC Course | Credit Hours |
|--------------------------------|---------------|--|--------------|
| Biology | | | |
| Biology (SL) | 4, 5, 6, or 7 | BIOL 1406 or BIOL 1408 | 4 |
| Biology (HL) | 4, 5, 6, or 7 | BIOL 1406 & BIOL 1407 or BIOL 1408 & BIOL 1409 | 8 |
| Business and Management | | | |
| Business and Management | 4, 5, 6, or 7 | BUSI 1301 | 3 |
| Chemistry | | | |
| Chemistry (SL) | 4, 5, 6, or 7 | CHEM 1411 | 4 |
| Chemistry (HL) | 4, 5, 6, or 7 | CHEM 1411 & CHEM 1412 | 8 |
| Computer Science | | | |
| Computer Science (SL) | 4, 5, 6, or 7 | COSC 1301 | 3 |
| Economics | | | |
| Economics (SL) | 4, 5, 6, or 7 | ECON 2301 | 3 |
| Economics (HL) | 4, 5, 6, or 7 | ECON 2301 & ECON 2302 | 6 |
| English | | | |
| English (SL) Language A1 or A2 | 4, 5, 6, or 7 | ENGL 1301 & ENGL 1302 | 6 |
| English (HL) Language A1 or A2 | 4, 5, 6, or 7 | ENGL 1301 & ENGL 1302 | 6 |
| Geography | | | |
| Geography (SL or HL) | 4, 5, 6, or 7 | GEOG 1301 | 3 |
| History of the Americas | | | |
| History of the Americas (SL) | 4, 5, 6, or 7 | HIST 1301 | 3 |
| History of the Americas (HL) | 4, 5, 6, or 7 | HIST 1301 & HIST 1302 | 6 |
| Mathematics | | | |
| Mathematical Studies (SL) | 4, 5, 6, or 7 | MATH 1332 or MATH 1414 | 3 or 4 |
| Further Mathematics (SL) | 4, 5, 6, or 7 | MATH 1332 | 3 |
| Mathematics (SL) | 4, 5, 6, or 7 | MATH 1414 | 4 |

| IB Examination | Score | STC Course | Credit Hours |
|---|---------------|---|--------------|
| Mathematics (HL) | 4, 5, 6, or 7 | MATH 2412 & MATH 2413 | 8 |
| Modern Languages | | | |
| Spanish Language A1 or A2 (SL) | 4, 5, 6, or 7 | SPAN 1411 & SPAN 1412 | 8 |
| Spanish Language A1 or A2 (HL) | 4, 5, 6, or 7 | SPAN 1411, SPAN 1412, SPAN 2311 & SPAN 2312 | 14 |
| Spanish Language B (SL) | 4, 5, 6, or 7 | SPAN 1411, SPAN 1412 | 8 |
| Spanish Language B (HL) | 4, 5, 6, or 7 | SPAN 1411, SPAN 1412, SPAN 2311 & SPAN 2312 | 14 |
| Spanish Language Ab | 4, 5, 6, or 7 | SPAN 1411 | 4 |
| Music | | | |
| Music (SL or HL) | 4, 5, 6, or 7 | MUSI 1306 | 3 |
| Philosophy | | | |
| Philosophy (SL or HL) | 4, 5, 6, or 7 | PHIL 1301 | 3 |
| Physics | | | |
| Physics (SL) | 4, 5, 6, or 7 | PHYS 1401 | 4 |
| Physics (HL) | 4, 5, 6, or 7 | PHYS 1401 & PHYS 1402 | 8 |
| Psychology | | | |
| Psychology (SL or HL) | 4, 5, 6, or 7 | PSYC 2301 | 3 |
| Social and Cultural Anthropology | | | |
| Social and Cultural Anthropology (SL or HL) | 4, 5, 6, or 7 | ANTH 2351 | 3 |
| Theatre Arts | | | |
| Theatre Arts (SL or HL) | 4, 5, 6, or 7 | DRAM 1310 | 3 |
| Film (SL or HL) | 4, 5, 6, or 7 | DRAM 2366 | 3 |
| Visual Arts | | | |
| Visual Arts (SL or HL) | 4, 5, 6, or 7 | ARTS 1301 | 3 |

APPENDIX D – Internal Credit by Examination Course Options List

| Course Subject & No. | Course Title |
|----------------------|--|
| ARCE1421 | Architectural Illustration |
| ARCE1452 | Structural Drafting |
| ARCH1303 | Architectural Design I |
| ARCH1303 | Architectural Design I |
| ARCH1311 | Introduction to Architecture |
| AUMT1201 | Intro. & Theory of Automotive Technology |
| AUMT1266 | Practicum I |
| AUMT1267 | Practicum II |
| AUMT1345 | Automotive Climate Control Systems |
| AUMT1407 | Automotive Electrical Systems |
| AUMT1410 | Automotive Brake Systems |
| AUMT1416 | Automotive Suspension & Steering Systems - GM ASEP |
| AUMT1419 | Automotive Engine Repair |
| AUMT2266 | Practicum III-GM-ASAP |
| AUMT2267 | CAPSTONE: Practicum IV |
| AUMT2313 | Automotive Drive Train & Axles |
| AUMT2417 | Automotive Engine Performance Analysis I |
| AUMT2421 | Automotive Electrical Diagnosis & Repair |
| AUMT2421 | Automotive Electrical Diagnosis & Repair |
| AUMT2425 | Automotive Automatic Transmission & Trans. |
| AUMT2434 | Automotive Engine Perf. Analysis II |
| CETT1409 | DC/AC Circuits |
| CETT2189 | CAPSTONE: Internship |
| CJLE 1249 | Intermediate Arrest, Search & Seizure |
| CJLE1194 | Current Events in Law Enforcement |
| CJLE1259 | Intermediate Spanish for Law Enforcement |
| CJLE1327 | Interviewing & Report Writing for CJ Professions |
| CJLE1333 | Traffic Law and Investigation |
| CJLE1345 | Intermediate Crime Scene Investigation |
| CJLE2168 | Practicum |
| CJLE2345 | Vice and Narcotics Investigation |
| CJSA 1325 | Criminology |
| CJSA1312 | Crime in America |
| CJSA1313 | Court Systems and Practices |
| CJSA1322 | Introduction to Criminal Justice |

| Course Subject & No. | Course Title |
|----------------------|--|
| CJSA1327 | Fundamentals of Criminal Law |
| CJSA1348 | Ethics in Criminal Justice |
| CJSA1351 | Use of Force |
| CJSA1359 | Police Systems and Practices |
| CJSA2300 | Legal Aspects of Law Enforcement |
| CNBT1210 | Basic Construction Safety |
| CNBT1315 | Field Engineering I |
| CNBT1342 | Building Codes and Inspections |
| CNBT1380 | Capstone: Cooperative Education |
| CNBT1400 | Residential & Light Commercial Drawings |
| CNBT1402 | Mechanical, Plumbing, & Electrical Systems in Construction I |
| CNBT1411 | Construction Methods & Materials I |
| CNBT1418 | Construction Tools & Techniques |
| CNBT1446 | Construction Estimating I |
| CNBT1459 | Project Scheduling |
| CNBT2317 | Green Building |
| CNBT2344 | Construction Management II |
| CNBT2442 | Construction Management I |
| CPMT1403 | Intro. to Computer Technology |
| CPMT1407 | Electronic and Computer Skills |
| CPMT1443 | Microcomputer Architecture |
| CPMT1445 | Computer Systems Maintenance |
| CPMT1447 | Computer System Peripherals |
| CPMT1449 | Computer Networking Technology |
| CPMT2433 | Computer Integration |
| CPMT2445 | Computer System Troubleshooting |
| CPMT2449 | Advanced Computer Networking Technology |
| CSIR1355 | Industry Certifications |
| DEMR1229 | Preventative Maintenance |
| DEMR1230 | Steering & Suspension I |
| DEMR1266 | Capstone: Practicum |
| DEMR1303 | Basic Driving Skills |
| DEMR1323 | Heating, Ventilation, and Air Conditioning Troubleshooting Heating, Ventilation, and Air Conditioning Troubleshooting and Repair |
| DEMR1401 | Diesel Shop Safety and Procedures |

| Course Subject & No. | Course Title |
|----------------------|---|
| DEMR1405 | Basic Electrical Systems |
| DEMR1410 | Diesel Engine Testing & Repair I |
| DEMR1416 | Basic Hydraulics |
| DEMR1417 | Basic Brake Systems |
| DEMR1442 | Power Train Applications I |
| DEMR2432 | Electronic Controls |
| DFTG 1325 | Blueprint Reading & Sketching |
| DFTG 2419 | Intermediate Computer-Aided Drafting |
| DFTG1313 | Drafting for Specific Occupations |
| DFTG1315 | Architectural Blueprint Reading and Sketching |
| DFTG1409 | Basic Computer-Aided Drafting |
| DFTG1430 | Civil Drafting |
| DFTG1441 | Int. Technical Animation & Rendering |
| DFTG1480 | Cooperative Education |
| DFTG1493 | Introduction to Civil Drafting |
| DFTG2400 | Capstone: Int. Arch. Drafting – Residential |
| DFTG2428 | Capstone: Architectural Drafting-Commercial |
| DFTG2438 | Final Project – Advanced Drafting |
| ELMT1405 | Basic Fluid Power |
| ELMT1411 | SOLAR FUNDAMENTALS |
| ELPT 1325 | National Electrical Code I |
| ELPT 1411 | Basic Electricity Theory |
| ELPT 1419 | Fundamentals of Electricity I |
| ELPT 1420 | Fundamentals of Electricity II |
| ELPT 1429 | Residential Wiring |
| ELPT 1445 | Commercial Wiring |
| ELPT 2325 | National Electrical Code II |
| ELPT 2447 | Capstone: Electrical Testing and Maintenance |
| ELPT1357 | Industrial Wiring |
| ELPT2264 | Practicum |
| ELPT2319 | Programmable Logic Controllers I |
| EMSP 1160 | EMT - Basic Clinical |
| EMSP 1208 | Emergency Vehicle Operations |
| EMSP 1371 | EMS Documentation |
| EMSP 1472 | Emergent Issues in EMT |
| EMSP 1501 | Emergency Medical Technician |
| FIRT1301 | Fundamentals of Fire Protection |

| Course Subject & No. | Course Title |
|----------------------|--|
| FIRT1309 | Fire Administration I |
| FIRT1333 | Fire Chemistry I |
| FIRT1338 | Fire Protection Systems |
| FIRT1353 | Legal Aspects of Fire Protection |
| FIRT1427 | Build. Const. in the Fire Service |
| HART1401 | Basic Electricity for HVAC |
| HART1407 | Refrigeration Principles |
| HART1410 | HVAC Shop Practices and Tools |
| HART1445 | Gas & Electrical Heating |
| HART2431 | Advanced Electricity for HVAC |
| HART2434 | Advanced Air Conditioning Controls |
| HART2438 | Capstone: Air Conditioning Installation & Startup |
| HART2441 | Commercial Air Conditioning |
| HART2442 | Commercial Refrigeration |
| HART2445 | Residential Air Conditioning Systems Design Mathematics Elective |
| HART2588 | Internship – HVACR Maintenance Technology |
| HMSY1342 | Understanding and Combating Terrorism |
| HMSY1391 | Homeland Security Laws |
| IMED1445 | Interactive Digital Media I |
| INDS 1445 | Commercial Design I |
| INMT2303 | Pumps, Compressors & Mechanical Drives |
| ITCC1408 | Intro to Voice over Internet Protocol (VoIP) |
| ITCC2443 | Network Security |
| ITNW1425 | Fundamentals of Networking Technology |
| ITNW1454 | Implementing and Supporting Servers |
| ITNW2421 | Networking with TCP/IP |
| ITNW2435 | Network Troubleshooting and Support |
| ITNW2453 | Advanced Routing and Switching |
| ITSC1405 | Intro. to PC Operating Systems |
| ITSC1425 | Personal Computer Hardware |
| ITSC2439 | Personal Computer Help Desk |
| ITSE1402 | Computer Programming |
| ITSE1411 | Beginning Web Page Programming |
| ITSE2402 | Intermediate Web Programming |
| ITSE2409 | Database Programming |
| ITSW2434 | Advanced Spreadsheets |
| MCHN1319 | Manufacturing Material and Processes |

| Course Subject & No. | Course Title |
|---------------------------------|---|
| MCHN1320 | Precision Tools and Measurements |
| MCHN1326 | Introduction to Computer-Aided Manufacturing (CAM) |
| MCHN1338 | Basic Machine Shop I |
| MCHN1343 | Machine Shop Mathematics |
| MCHN1352 | Intermediate Machining I |
| MCHN2303 | Fundamental of Computer Numerical Controlled (CNC) Machine Controls |
| MCHN2341 | Advanced Machining I |
| MCHN2382 | Capstone: Tool & Die Technology |
| MCHN2435 | Advanced CNC Machining |
| MCHN2438 | Adv. Computer-Aided Manufacturing (CAM) |
| MCHN2447 | Specialized Tools and Fixtures |
| PHTC2431 | Architectural Photography |
| RBTC1401 | Programmable Logic Controllers |
| RBTC1405 | Robotic Fundamentals |
| RBTC1447 | Electromechanical Devices |
| SRVY1413 | Plane Surveying |

| Course Subject & No. | Course Title |
|---------------------------------|--|
| WIND2359 | Wind Power Delivery System |
| WLDG1312 | Intro. to Flux Cored Arc Welding (FCAW) |
| WLDG1317 | Intro Layout and Fabrication |
| WLDG1327 | Welding Codes and Standards |
| WLDG1428 | Introduction to Shielded Metal ARC Welding (SMAW) |
| WLDG1428 | Intro to Shielded Metal Arc Welding (SMAW) |
| WLDG1430 | Intro. Gas Metal Arc Welding (GMAW) |
| WLDG1434 | Introduction to Gas Tungsten Arc Welding (GTAW) |
| WLDG1453 | Intermediate Layout and Fabrication |
| WLDG1457 | Intermediate Shielded Metal Arc Welding (SMAW) |
| WLDG2406 | Intermediate Pipe Welding |
| WLDG2413 | Capstone: Intermediate Welding Using Mult. Processes |
| WLDG2435 | Advanced Layout and Fabrication |
| WLDG2451 | Advanced Gas Tungsten Arc Welding (GTAW) |

APPENDIX E – Request for Credit by Examination



REQUEST FOR CREDIT BY EXAMINATION Office of Admissions and Records

NOTE: Credit by Examination is offered for technical courses only. Students who have received a “W” in a course cannot apply for Credit by Examination, unless the particular course is not offered and is needed for graduation.

NAME _____ A#: _____

FIRST
MIDDLE
LAST

DECLARED MAJOR: _____ SEMESTER/YEAR: _____

| Credit by examination requested for technical course: | | | |
|---|---------------|--------------|---------|
| | | \$ | |
| COURSE NAME | COURSE NUMBER | CREDIT HOURS | TUITION |

ACKNOWLEDGEMENT OF STUDENT:

I understand that, if my request is approved, (1) I will be charged tuition for this course, (2) the tuition must be paid before taking the exam, and (3) the tuition is non-refundable.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

REQUEST APPROVED BY:

| | |
|-----------------------|------|
| Program Chair/Faculty | Date |
| Dean (course owner) | Date |
| Business Office | Date |

In connection with the information provided above, we hereby certify that this student has: (1) earned an 80 or higher on the examination, (2) received department/program approval, (3) paid the required tuition, and (4) previously earned six credit hours at STC; therefore, credit will be given for this course.

COURSE CREDIT APPROVED BY:

| | |
|---|------|
| Program Chair/Faculty | Date |
| Director of Student Records and Registrar | Date |
| Vice-President for Academic Affairs | Date |

APPENDIX F –Approved STC Non-Credit to Credit Courses (Mirror)

| Non-Credit WECM Course No. | Credit WECM Course No. | Course Title |
|----------------------------|------------------------|---|
| ACNT 1003 | ACNT 1303 | Introduction to Accounting I |
| ACNT 1011 | ACNT 1311 | Introduction to Computerized Accounting |
| ACNT 1031 | ACNT 1331 | Federal Income Tax: Individual |
| ARTC 1013 | ARTC 1413 | Digital Publishing I |
| BUSG 2009 | BUSG 2309 | Small Business Management/Entrepreneurship |
| CETT 1009 | CETT 1409 | DC/AC Circuits |
| CETT 1025 | CETT 1425 | Digital Fundamentals |
| DFTG 1013 | DFTG 1313 | Drafting for Specific Occupations |
| DFTG 1025 | DFTG 1325 | Blueprint Reading and Sketching |
| ECRD 1011 | ECRD 1211 | Electrocardiography |
| ELMT 1005 | ELMT 1405 | Basic Fluid Power |
| EMSP 1001 | EMSP 1501 | Emergency Medical Technician |
| EMSP 1008 | EMSP 1208 | Emergency Vehicle Operations |
| EMSP 1060 | EMSP 1160 | EMT - Basic Clinical |
| EMSP 1066 | EMSP 1166 | EMT - Basic Practicum |
| EMSP 1071 | EMSP 1371 | EMS Documentation |
| EMSP 1072 | EMSP 1472 | Emergent Issues in EMT |
| HITT 1005 | HITT 1305 | Medical Terminology I |
| HITT 1011 | HITT 1211 | Health Information Systems |
| HITT 1053 | HITT 1253 | Legal and Ethical Aspects of Health Information |
| IMED 1045 | IMED 1445 | Interactive Digital Media I |

| | | |
|-----------|-----------|--|
| INMT 2003 | INMT 2303 | Pumps, Compressors & Mechanical Drives |
| ITNW 1016 | ITNW 1416 | Network Administration |
| ITNW 1025 | ITNW 1425 | Fundamentals of Networking Technologies |
| ITNW 1054 | ITNW 1454 | Implementing and Supporting Servers |
| ITNW 2021 | ITNW 2421 | Networking with TCP/IP |
| ITNW 2053 | ITNW 2453 | Advanced Routing and Switching |
| ITSC 1005 | ITSC 1405 | Introduction to PC Operating Systems |
| ITSC 1025 | ITSC 1425 | Personal Computer Hardware |
| ITSE 2009 | ITSE 2409 | Database Programming |
| ITSE 2021 | ITSE 2421 | Object-Oriented Programming |
| ITSW 2034 | ITSW 2434 | Advanced Spreadsheets |
| ITSY 1000 | ITSY 1400 | Fundamentals of Information Security |
| ITSY 2000 | ITSY 2400 | Operating System Security |
| ITSY 2042 | ITSY 2442 | Incident Response and Handling |
| MCHN 1019 | MCN 1319 | Manufacturing Materials and Processes |
| MCHN 1020 | MCHN 1320 | Precision Tools and Measurement |
| MCHN 1026 | MCHN 1326 | Introduction to Computer-Aided Manufacturing (CAM) |
| MCHN 1038 | MCHN 1338 | Basic Machine Shop I |
| MCHN 1043 | MCHN 1343 | Machine Shop Mathematics |
| MCHN 1052 | MCHN 1352 | Intermediate Machining I |
| MCHN 2003 | MCHN 2303 | Fundamentals of Computer Numerical Controlled (CNC) Machine Controls |
| MDCA 1021 | MDCA 1321 | Administrative Procedures |

| | | |
|-----------|-----------|---|
| MDCA 1043 | MDCA 1343 | Medical Insurance |
| MDCA 1005 | MDCA 1205 | Medical Law and Ethics |
| NUPC 1020 | NUPC 1320 | Patient Care Technician/Assistant |
| NUPC 1060 | NUPC 1360 | CAPSTONE: Clinical II |
| NURA 1001 | NURA 1401 | Nurse Aide for Health Care |
| NURA 1060 | NURA 1160 | Clinical I |
| PLAB 1023 | PLAB 1323 | Phlebotomy |
| POFM 1017 | POFM 1317 | Medical Administrative Support |
| RBTC 1001 | RBTC 1401 | Programmable Logic Controllers |
| RBTC 1005 | RBTC 1405 | Robotic Fundamentals |
| RBTC 1047 | RBTC 1447 | Electromechanical Devices |
| WLDG 1013 | WLDG 1313 | Introduction to Blueprint Reading for Welders |
| WLDG 1028 | WLDG 1428 | Introduction to Shielded Metal Arc Welding (SMAW) |

APPENDIX G –Approved STC Non-Credit to Credit Courses (Non-Mirror)

| Non-Credit WECM Course No. | Non-Credit WECM Course Title | Credit WECM Course No. | Credit WECM Course Title |
|-----------------------------------|--|-------------------------------|------------------------------------|
| ITNW 1037 | Introduction to the Internet | ITSC 1409 | Integrated Software Applications I |
| ITSC 1012 | Beginning Computers | | |
| ITSW 2058 | Microsoft Certification Review for Word Specialist | | |
| ITSW 2057 | Microsoft Certification Review for Excel Specialist | | |
| ITSW 2056 | Microsoft Certification Review for PowerPoint | | |
| ITSW 2055 | Microsoft Certification Review for Access | | |
| ITSW 1039 | Microsoft Certification Review for Outlook | | |
| ITSC 1019 | Internet/Webpage Development | ITSE 1411 | Beginning Web Page Programming |
| MUSP 1012 | Introductory Group Guitar | MUEN 1133 | Guitar Ensemble |
| MUSP 1042 | Small Commercial Ensemble (Intermediate Group Guitar) | | |
| MUSP 1005 | Applied Commercial Music: Commercial Guitar | MUAP 1216 | Applied Guitar I |
| | | MUAP 1236 | Applied Guitar II |
| MUSP 1091 | Advanced Applied Commercial Guitar | MUAP 2216 | Applied Guitar III |
| | | MUAP 2236 | Applied Guitar IV |
| MUSC 1092 | Special Topics in Music, General (Fundamentals of Music) | MUSI 1303 | Fundamentals of Music |
| MUSC 1021 | Songwriting I | MUAP 1219 | Applied Music Composition I |

| | | | |
|-----------|---|-----------|-------------------------------|
| MUSP 1001 | Applied Commercial Music: Arranging and Composition | MUAP 1239 | Applied Music Composition II |
| MUSP 2059 | Advanced Applied Commercial Music: Arranging and Composition | MUAP 2219 | Applied Music Composition III |
| MUSC 1094 | Special Topics in Music Theory and Composition (Advanced Applied Music Composition) | MUAP 2239 | Applied Music Composition IV |
| MUSP 1013 | Introductory Group Piano I | MUSI 1181 | Piano Class I |

APPENDIX H – Non-Credit to Credit Course Equivalency Form



Non-Credit to Credit Course Equivalency Form

This form should be completed for each Continuing Education course that will be granted academic or workforce credit for students via Prior Learning Assessment. A syllabus for the non-credit to credit course must be attached.

I. Course Information

Continuing Education Course Title:

Course Description:

| Course Competencies/Learning Outcomes Mapping | | | | | |
|---|---|---------------|--|---|---------------|
| Mirror Course | Continuing Education Course No. and Title | Contact Hours | Course Competencies/Learning Outcomes | Academic/Workforce Course No. and Title | Contact Hours |
| <input type="checkbox"/> | | | <ul style="list-style-type: none"> Outcome 1/Competency 1 Outcome 2/Competency 2 Outcome 3/Competency 3 | | |
| | Total CE Units: | | | Total SCH: | |

Justification for Course Equivalency:

II. Course Completion Requirements

| Minimum Passing Percentage | Minimum Contact Hours | Attendance Percentage/No. of Days |
|----------------------------|-----------------------|-----------------------------------|
| | | |

III. Faculty Information

Faculty that meet the acceptable qualifications, as per STC Board Policy 4151, can be assigned to teach the non-credit version of the course.

| Instructor Name | Degree | Work Experience | Licensure/Certification | Pay Rate Assigned |
|-----------------|--------|-----------------|-------------------------|-------------------|
| | | | | |
| | | | | |

IV. Approvals

Department Chair Date

CE Administrator Date

Division Dean Date

Vice President for Academic Affairs Date

APPENDIX I – Non-Credit to Credit Course Conversion Form



**SOUTH TEXAS COLLEGE
Non-Credit to Credit Course Conversion Form**

Student name: _____ Student ID number: _____

Non-Credit course number, title and contact hours:

Credit course number, title and credit hours:

Instructor name: _____

Form must be submitted within one year of completion of the Continuing Education course.

Required Approvals:

| Responsibility | Approval by | Signature and Date |
|--|---|--------------------|
| <input type="checkbox"/> Provide numeric grade _____ <input type="checkbox"/> Verify admission requirements | Academic Department/Program Chair | |
| Approval from Academic Affairs | Director of Curriculum | |
| Execution of non-credit to credit course conversion | Director of Student Records and Registrar | |
| Documentation | Continuing Education Administrator | |



**SOUTH TEXAS
COLLEGE**