ALTERNATIVE CREDIT

Alternative credit is defined as course credit earned outside of Kirkwood credit course completion, transfer course completion and credit by examination.

Students who believe they know the content of a course will work with an alternative credit advisor from the department that owns the course. The alternative credit advisor will guide the student through the process based on the student's source of learning the course content.

If the learning is not by completion of coursework through Kirkwood Continuing Education, there is an administrative charge of $25 per application, and if the application is approved, a tuition charge is assessed equal to one half the current tuition for the credit course. If the learning took place in Kirkwood Continuing Education coursework, there are no charges.

Alternative credit is not granted if:

- the course was previously passed or failed
- the student has earned (or would earn upon approval of an alternative credit request) 18 or more credit hours through exam or alternative credit

This procedure does not exempt students from complying with all other Kirkwood graduation procedures including residency and graduation procedures.

Alternative credit is denoted on the student's transcript as exam credit with a L grade. The credit does 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 policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.

If the application is denied, the student is notified in writing by the academic department. The application and a copy of the denial letter are submitted to Enrollment Services for inclusion in the student's academic record. 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 date of the denial letter.