

# Beaufort County Community College

## CREDIT FOR PRIOR LEARNING STUDENT HANDBOOK

*An overview of the processes for awarding college credit for non-traditional learning. These credits apply to certificate, diploma, and degree programs at Beaufort County Community College (BCCC). These credits may or may not transfer to other colleges or universities pending review by the educational institution.*

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Available online by following the link below.

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[Online Credit for Prior Learning Handbook](#)

Beaufort County Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404)679-4500 for questions about the accreditation of Beaufort County Community College. The Commission is to be contacted on if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

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## Introduction

Credit for Prior Learning (CPL) provides the opportunity for students at Beaufort County Community College (BCCC) to be awarded college credit based upon knowledge and skills gained outside of a college classroom. It validates what students have already learned and can reduce the number of courses needed to complete a certificate, diploma, or degree. By eliminating duplicate coursework, CPL can shorten the time required to earn a credential and reduce tuition costs.

The purpose of this handbook is to assist students by introducing the various methods available at BCCC for obtaining credit for college-level work obtained outside the traditional classroom experience. Students may earn college credits from learning experiences such as military service, industrial or corporate training programs, apprenticeship programs, and successful completion of standardized exams (i.e. AP, CLEP, DSST).

Prior learning credits are aligned with specific BCCC courses. The amount of credit awarded is determined using the North Carolina Community College System's [Combined Course Library](#). Faculty and Lead Instructors, in cooperation with the appropriate Academic Dean and the Vice President of Academics, will determine which courses will be approved based on the learning experiences outlined by the student.

Per the BCCC [Graduation Requirements Procedure](#), students must complete a minimum of 25 percent of hours required for a certificate, diploma, or degree in residence at Beaufort County Community College; therefore CPL may be used to satisfy up to 75 percent of a certificate, diploma, or degree.

## Credit Sources

Credit for Prior Learning (CPL) may be awarded through:

A. [College-Level Examination Program \(CLEP\)](#).

CLEP is a program that offers the student the opportunity to earn college credit for knowledge acquired outside the conventional classroom. College-level competency may have been acquired through personal reading, formal study, job experience, non-credit course work, television-taped courses, correspondence courses, military training, adult courses, and advanced studies in high school. Questions regarding the CLEP Testing Program, score requirements, and credit should be directed to the Registrar.

B. [Subject Standardized Tests \(DSST\)](#)

DSST (formerly DANTES Subject Standardized Tests) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education Support (DANTES) program. The program is an extensive series of 38 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate college courses. These tests are frequently used in conjunction with CLEP tests by students pursuing college degrees in non-traditional formats. Whereas CLEP tests are almost exclusively used for lower level credit at regionally accredited institutions, DSST's are available for both upper and lower level credit. Questions concerning score requirements and credit should be directed to the Registrar.

C. [Advanced Placement \(AP\)](#)

[The College Board](#) sponsors an advanced placement program that enables high school students to complete college-level courses while still in high school, to demonstrate college-level achievement through examinations, and to receive college course credit when they matriculate to an institution of higher education. Questions concerning score requirements and credit should be directed to the Registrar.

#### D. Credit by Examination

Under certain conditions, a student may be awarded credit by taking departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two weeks prior to the test administration. A student is eligible to take only one examination per course.

A student seeking credit by examination must follow the guidelines published in the [Advances Standing and Transfer Credit Procedure](#). Credit by examination should be requested utilizing the [Credit by Examination Form](#).

#### E. Published Guides

The American Council on Education (ACE) [Guide to College Credit for Workforce Training](#) contains ACE credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military.

#### F. Portfolios (Work Experience)

A portfolio is an organized collection of essays and documentation demonstrating a student's learning through work and life experiences. Through the portfolio, students show that the knowledge they have gained through experience is equivalent to college training. See [Appendix C](#) for instructions.

#### G. Industry Standard Certifications

These certifications reflect current industry standards for which BCCC has determined course equivalencies and credits. Upon submission of official documentation, an evaluation will be conducted and applicable credit may be awarded to the student's transcript.

## Credit for Prior Learning Procedure

Students interested in applying for CPL should complete the following steps:

1. Consult BCCC's current online catalog and review the course requirements for your certificate, diploma, or degree program. Identify any courses for which you feel you have relevant, equivalent college-level experience.
2. Complete the [Credit for Prior Learning Self Assessment](#) form, located on the [BCCC website](#), prior to meeting with your program lead instructor.
3. Contact your program lead instructor to discuss the different methods and steps for requesting CPL.
4. Determine which methods you wish to use to obtain CPL credit. ([See Credit Sources](#)).
5. If you choose standardized testing, contact the Registrar's Office for testing details.
6. If seeking credit from published guide sources, contact the Registrar's Office for verification details.
7. If pursuing portfolio credit, consult with your program lead instructor to identify an acceptable subject matter expert to evaluate your portfolio. \*
8. If pursuing the Credit by Examination option: download, print, and complete the [Credit by Examination Form](#). \*
9. If pursuing credit via industrial certifications, consult with your program lead instructor to determine the courses for which you may be eligible for credit.

\*Cost/fees for these evaluations/exams to be determined by BCCC at time of request.

## CPL Approval Procedure

Students may appeal a course credit denial and request re-evaluation of Credit for Prior Learning source (transfer credit, portfolio, standardized test, etc.) by following these steps.

1. Review credit denial with advisor.
2. Retrieve the [Notice of Appeal Form](#).
3. Obtain a copy of the course syllabus, course description, and any supporting documentation from the origination/institution(s) that supports the appeal.
4. Submit the completed Notice of Appeal Form and supporting documentation to the appropriate dean. Students should retain a copy for their records.
5. If students are dissatisfied with the dean's decision, they can opt to appeal to the vice-president of academics.
6. If dissatisfied with the vice-president of academics decision, further appeal processes then revert to the [Student Rights and Due Process Policy](#).

## Appendix A

### BCCC Approved Course Equivalences

#### College Level Examination Program (CLEP) Credit. (CLEP Exams may be written or computerized.)

CLEP Examination	Minimum Score Needed for Credit	BCCC Equivalency	Credit
<b>Business</b>			
Financial Accounting	50	ACC 120	4
Business Law, Introductory	50	BUS 115	3
Information Systems and Computer Applications		CIS 110, 111	6
Management, Principles of	50	BUS 137	3
Marketing, Principles of	50	MKT 120	3
<b>Composition and Literature</b>			
American Literature	50	ENG 231, 232	6
College Composition	50	ENG 111, 112	6
English Composition without Essay	50	ENG 111, 112	6
British Literature	50	ENG 241, 242	6
<b>Foreign Languages</b>			
French Language, Level 1	50	FRE 111, 112	6
Spanish Language, Level 1	50	SPA 111, 112	6
Spanish Language, Level 2	63	SPA 111, 112, 211, 212	12
<b>History and Social Sciences</b>			
American Government	50	POL 120	3
US History I: Colonization to 1877	50	HIS 131	3
US History II: 1865 to Present	50	HIS 132	3
Human Growth and Development	50	PSY 241	3
Macroeconomics, Principles of	50	ECO 252	3
Microeconomics, Principles of	50	ECO 251	3
Psychology, Introductory	50	PSY 150	3
Social Sciences and History	50	HIS 111 and HIS 112	6
Sociology, Introductory	50	SOC 210	3
<b>Sciences and Mathematics</b>			
Biology	50	BIO 111	4
Calculus	48	MAT 223 or MAT 171	4
Chemistry	50	CHM 151	4
College Algebra	50	MAT 171	4
<b>CLEP continued</b>			
College Algebra – Trigonometry 2	50	MAT 172	4



<b>CLEP Examination</b>	<b>Minimum Score Needed for Credit</b>	<b>BCCC Equivalency</b>	<b>Credit</b>
College Mathematics	50	MAT 143	3
Pre-calculus	50	MAT 172	4

### Advanced Placement (AP) Exams

<b>AP Examination</b>	<b>Minimum Score Needed for Credit</b>	<b>BCCC Course Equivalency</b>	<b>Hours</b>
Art History	3	ART 114	3
	4	ART 114	3
	5	ART 114 & 115	6
Biology	3	BIO 111	4
	4	BIO 111	4
	5	BIO 111 & 112	8
Calculus AB	3, 4, or 5	MAT 223* or	3
		MAT 263* or	4
		MAT 271	
Calculus BC	3, 4, or 5	MAT 223* or	3
		MAT 263* or	8
		MAT 271 & 272	
Chemistry	3	CHM 151	4
	4 or 5	CHM 151 & 152	8
Comparative Gov/Politics	3, 4, or 5	POL 210	3
Computer Science A	3	CIS 115	3
Computer Science B	4 or 5	CIS 115 & 120	6
Economics, Macro	3	ECO 252	3
Economics, Micro	3	ECO 251	3
English, Language and Comp	3	ENG 111 & 112 or	6
English, Literature and Comp	3	ENG 111 & 113	6
Environmental Science	4	BIO 140 & 140A	4
French Language	3	FRE 111	3
French Language	4	FRE 111	3
French Language	5	FRE 111 & 112	6
Physics B	3	PHY 131 & 133 or 151 & 152	8
Physics C: Mechanics	3	PHY 131 or 151	4
Psychology	3	PSY 150	3
Spanish	3	SPA 111 & 112	6
	4	SPA 211	3
	5	SPA 212	3

<b>AP Examination</b>	<b>Minimum Score Needed for Credit</b>	<b>BCCC Course Equivalency</b>	<b>Hours</b>
Statistics	3	MAT 152	4
US History	3	HIS 131 & 132	6

**DANTES Standardized Subject Tests (DSST)  
(DANRES: Defense Activity for Nontraditional Support)**

<b>DANTES (DSST) Examination</b>	<b>Minimum Score Needed for Credit</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Art of the Western World	48	ART 114	3
Astronomy	48	AST 151	3
Business Law II	44	BUS 116	3
Business Mathematics	48/400	BUS 121	3
Civil War and Reconstruction	47	HIS 226	3
Criminal Justice	49/400	CJC 111	3
Substance Abuse	49	CJC 213	3
Environment and Humanity	46	BIO 140	3
Fundamentals of College Algebra	47/400	MAT 171	4
General Anthropology	47	ANT 210	3
Here's to Your Health	48/400	PED 110	2
Human Resource Management	46	BUS 153	3
Human/Cultural Geography	48	GEO 112	3
Intro to Business	46	BUS 110	3
Intro to Computers	45	CIS 110	3
Intro to Law Enforcement	45	CJC 121	3
Intro to World Religions	49	REL 110	3
Lifespan Developmental Psychology	46	PSY 110	3
Organizational Behavior	48	BUS 225	3
Principles of Finance	46/400	BUS 225	3
Principles of Public Speaking	47	COM 231	3
Technical Report Writing	47	ENG 114	3

**Excelsior Exams  
Approved By the American Council for Education (ACE)**

<b>Exam Title</b>	<b>Minimum Score needed for Credit</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Abnormal Psychology	C	PSY 281	3
Anatomy and Physiology	C	BIO 168 & 169	8

<b>Exam Title</b>	<b>Minimum Score needed for Credit</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
English Composition	C	ENG 111 & 112	6
Ethics Theory and Practice	C	PHI 240	3
Human Resource Management	C	BUS 153	3
Introduction to Music	C	MUS 110	3
Life Span Developmental Psych*	C	PSY 110	3
Literacy Instructor in Elem School	C	EDU 282	3
Organizational Behavior	C	CJC 215	3
Organizational Behavior	C	PSY 118	3
World Conflicts Since 1900	C	POL 220	3

### International Baccalaureate (IB) Credit

<b>IB Exam Title</b>	<b>Score</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Biology (HL)	4	--	--
	5	BIO 111 & 112	8
	6	BIO 111 & 112	8
	7	BIO 111 & 112	8
Chemistry (HL)	4	--	--
	5	CHM 151 & 152	8
	6	CHM 151 & 152	8
	7	CHM 151 & 152	8
Economics (HL)	4	--	--
	5	ECO 251 & 252	6
	6	ECO 251 & 252	6
	7	ECO 251 & 252	6
English A1 (HL)	4	--	--
	5	ENG 111	3
	6	ENG 111 & 113	6
	7	ENG 111 & 113	6
History - Americas (HL)	4	--	--
	5	HIS 132	3
	6	HIS 132	3
	7	HIS 132	3
Management (HL)	4	--	--
	5	BUS110	3
	6	BUS110	3
	7	BUS110	3
Math (HL)	4	--	--
	5	MAT 271	4
	6	MAT 271	4
	7	MAT 271	4

<b>IB Exam Title</b>	<b>Score</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Mathematical Methods	4	--	--
	5	MAT 271	4
	6	MAT 271	4
	7	MAT 271	4
Music (HL)	4	--	--
	5	MUS 110	3
	6	MUS 110	3
	7	MUS 110	3
Music (SL)	4	--	--
	5	MUS 110	3
	6	MUS 110	3
	7	MUS 110	3
Physics (HL)	4	--	--
	5	PHY 151 & 152	8
	6	PHY 151 & 152	8
	7	PHY 151 & 152	8
Physics (SL)	4	--	--
	5	PHY 110 & 110A	4
	6	PHY 110 & 110A	4
	7	PHY 110 & 110A	4
Psychology (HL)	4	--	--
	5	PSY 150	3
	6	PSY 150	3
	7	PSY 150	3
Spanish A1 (SL)	4	--	--
	5	SPA 211 & 212	6
	6	SPA 211 & 212	6
	7	SPA 211 & 212	6
Spanish A1 (HL)	4	SPA 211 & 212	
	5	SPA 211 & 212	6
	6	SPA 211 & 212	6
	7	SPA 211 & 212	6
Spanish A2 (HL)	4	--	--
	5	SPA 211 & 212	6
	6	SPA 211 & 212	6
	7	SPA 211 & 212	6
Spanish B (HL)	4	SPA 211& 212	6
	5	SPA 211 & 212	6
	6	SPA 211 & 212	6
	7	SPA 211 & 212	6
Spanish B (SL)	4	--	--
	5	SPA 211 & 212	6
	6	SPA 211 & 212	6
	7	SPA 211 & 212	6

<b>IB Exam Title</b>	<b>Score</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Theatre Arts (HL & SL)	4	--	--
	5	DRA 111	3
	6	DRA 111	3
	7	DRA 111	3

### Career Technical Education (CTE) Exams

Note: To receive articulation credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

1. Final grade of B or higher in the high school course.
2. Score of 93 or higher in the standardized CTE post-assessment.

For more information see [NC High School to Community College Articulation Agreement](#).

Per Current Articulation Agreement

<b>Program Name</b>	<b>High School Course</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
<b>Business, Finance, and IT Education</b>	(6417) Microsoft Word, Power Point and Publisher	CIS 111 - Basic PC Literacy or OST 136 - Word Processing	2
	(6414) Multimedia and Webpage Design	WEB 110 – Internet/Web Fundamentals	3
	(6341) Network Administration I	NOS 110 – Operating Sys. Concepts	3
<b>Family and Consumer Science Ed</b>	(7111) Early Childhood Education I, AND Early Childhood Education II	EDU 119 – Intro to Early Childhood Education	4
<b>Health Occupations Education</b>	(7240) Health Science I	MED 121- Medical Terminology I, and MED 122- Medical Terminology II	6
	(7243) Nursing Fundamentals	NAS 101-Nursing Asst. 1 (must be NCNAR listed)	3
<b>Marketing Education</b>	(6621) Marketing	MKT 120- Principles of Marketing	3
<b>Trade and Industrial Edu</b>	(7512) Automotive Brakes	AUT 151–Brake Systems	3
	(7991) Computer Engineering Technology I	CTS 120- Hardware/Software Support	3
	(7921) Drafting I and (7972) Drafting II - Engineering	DFT 151-CAD I	3
	(7921) Drafting I	DFT 111 Technical Drafting I, AND DFT 111A -Tech Drafting Lab	3
	(7741) Electrical Trades I and (7742) Electrical Trades II	ELC 113 – Basic Wiring I	4

Program Name	High School Course	BCCC Equivalency	Hours
	(7980) Network Engineering Technology I	NET 125 – Networking Basics	3
	(7981) Network Engineering Technology II	NET 125- Networking Basics OR NET 126 – Routing Basics	3
	(7661) Welding Technology I	WLD 110- Cutting Processes	2
	(7662) Welding Technology II	WLD 121- GMAW (MIG) FCAW/Plate	4

### Industry Standard Certifications

Certification	BCCC Equivalency	Hours
<b>Computer Training</b>		
CCNA or CCNP (current)	NET 125, 126	3
CISCO CCENT	NET 125 & 126	3
CIW Foundations	WEB 110	3
Comp TIA LINUX + LX0-101	NOS 120	3
Comp TIA LINUX + LXO-102	NOS 220	3
Comp TIA Network + N10-005	NET 110	3
Comp TIA Security + SYO-301 or JKO-018	SEC 110	3
ITCAP Computer Certification	CIS 110	3
MCTIP (exam 70-680 & 70 642)	NET 110, NOS 110, NOS 130, and NOS 230	12
<b>Industry Standard Certifications continued....</b>		
Microsoft Exam 70-642	NOS 230	3
Microsoft Exam 70-680	NOS 130	3
RHCSA or LXO-101 & LXO-102 LINUX+ (Certificate must be current)	CIS 110, NOS 110,120 & 220	12
<b>Disney Training</b>		
Disney Corporate Analysis	BUS 135	3
Disney Human Resources Management	HRM 110	3
Disney Leadership Speaker Series and Disney Organizational Leadership	BUS 153	3
<b>Miscellaneous Training</b>		
Career & Technical Ed w/CC Schools <i>With Dept. Chair Approval</i>	EDU 119	4

<b>Certification</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Industrial Electrician Repair	ELC 115	4
NC Cosmetology License <i>License must be current AND student must be seeking degree, NOT certificate program</i>	COS 111,112,113,114,115,116,117,and 118	41
<b>Office Systems/Business</b>		
CPC Certificate	OST 148, OST 247, and OST 248	7
CCA Certificate	OST 148, OST 247, and OST 248	7
CCS-P Certificate	OST 148, OST 247, and OST 248	7
<b>Police/Fire/Medical Training</b>		
Basic First Aid & CPR	HEA 112, First Aid and CPR	2
Basic Law Enforcement Training	CJC 121,131,132, 212, 221, 231	19
Correctional Officer Training	CJC 233	3
Federal Law Enforcement Training	CJC 121, 225	6
NC Highway Patrol Basic Training	CJC 121, 131, 132, 212, 221, 231	19
Nursing Assistant 1 <i>Must be from a NC state approved program and must be in good standing on the NC NA Registry</i>	NAS 101	6

### **Automotive Services Excellence (ASE) Certifications**

\*\* "Credit should be awarded to prospective students who have passed 1 initial certification and 1 recertification. This insures students have completed a minimum of 6 years of work experience in the area they wish to receive credit. Most manufacturers offer brand specific training and should be examined on a case-by-case basis, but should not be used to eliminate initial ASE testing."

(Bryan Van Gyzen, BCCC Lead Automotive Systems Technology Instructor, October, 2014)

<b>ASE Certification</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
G1 – Auto Maintenance and Light Repair	TRN 110 - Intro to Transport Tech & AUT 213 - Automotive Servicing 2, TRN 170 - PC Skills for Transp.	6
A1 – Engine Repair	AUT 116 - Engine Repair and AUT 116A - Engine Repair Lab	4
A2 – Automatic Transmission/Transaxle	AUT 221- Automotive Transmission/Transaxles and AUT 221A – Automotive Transmission/Transaxles Lab	4
A3 – Manual Drive Train & Axles	AUT 231 - Manual Transmission/Transaxles and AUT 231A - Manual Transmission/ Transaxles Lab	4



<b>ASE Certification</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
A4 – Suspension and Steering	AUT 141 – Suspension & Steering Systems and AUT 141A – Suspension & Steering Systems Lab	4
A5 - Brakes	AUT 151 - Brake Systems and AUT-151A Brake Systems Lab	4
A6 - Electrical/Electronic Systems	TRN 120 – Basic Transp. Electricity, TRN 120A – Basic Transp. Electrical Lab, and TRN 145 Adv. Transp. Electronics	9
A7 – Heating & Air Conditioning	TRN 140 - Transp. Climate Control and TRN 140A - Transp. Climate Cont. Lab	4
A8 – Engine Performance	AUT 181 - Engine Performance 1, AUT181A - Engine Performance Lab, and AUT 183 - Engine Performance 2	8
L1 – Advanced Engine Performance Specialist	AUT 281 – Advanced Engine Performance	3
Safety and Emissions	AUT 114 – Safety and Emissions and AUT 114A – Safety and Emissions Lab	3

\*\* In addition to ASE Certifications, the following Continuing Education classes should apply: AUT-3129ASI – Auto Safety Inspection and AUT-3129ASI – Auto Safety OBD Emission.

## Licensed Practical Nurse (LPN) to Associate Degree Nursing (ADN) Transition Program

The LPN to ADN Transition program at BCCC offers students who have completed the Licensed Practical Nursing diploma the ability to utilize their education and work experience to finish the Associate Degree Nursing program in four semesters. To be considered for the program, students must have a valid LPN license and complete a state board approved Practical Nursing Program within two years of application date (official transcript required) or have verification of 12 months of employment within the past 2 years as a LPN functioning in a role requiring practical nursing skills. Students accepted into the program are given credit for NUR-111 and complete ADN course sequencing with their cohort. Students must complete the [CPL Equivalency Approval AND to PN Form](#).

(Kent Dickerson, BCCC Director of Nursing, October, 2017)

<b>Nursing License</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Active LPN license	NUR 111	8

### Medical Laboratory Technician (MLT)

MLT students with previous experience or coursework in phlebotomy should receive credit to MLT-271 Practicum III (1 credit hour), which is a 48-hour clinical experience dedicated to learning phlebotomy skills.

To receive credit a student should have either: 1) successful completion of a curriculum of continuing education phlebotomy course, 2) a certification listed below, or 3) documented extensive phlebotomy experience (to be reviewed by the MLT program director).

(Erica Caracoglia, BCCC Dean of Allied Health and Public Services October, 2017)

<b>Certification</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
American Society of Clinical Pathology (ASCP) – Phlebotomy Technician (PBT)	MLT 271	1
American Society of Phlebotomy Technician (ASPT) Certification (CPT)	MLT 271	1
Documented completion of a curriculum or continuing education phlebotomy course	MLT 271	1
Documented phlebotomy experience <i>Approved by program director</i>	MLT 271	1

### Certified Welding Industry (CWI) Certification

Credit should be awarded to credentialed students who have passed their initial certification and a minimum of one recertification. This insures students have completed at least 6 years of certified work experience in the area they wish to receive credit for. Students applying for Credit by Examination for noncertified welding courses (ex. WLD-110) are required to have a minimum of five years of work experience.

(Ted Clayton BCCC Lead Welding Technology Instructor, November 12, 2014)

<b>Certification</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
AWS Weld Certification (CWI) 1-G, 2-G 3/8"> Plate Test	WLD 115 AB SMAW (Stick) Plate	3
AWS Weld Certification (CWI) 3-G, 4-G 3/8"> Plate Test	WLD 115 BB SMAW (Stick) Plate	2
AWS Weld Certification (CWI) 2-G, 3-G, 4-G 3/8"> Plate Test	WLD 121 GMAW (MIG) FCAW/Plate	4
AWS Weld Certification (CWI) 3-F, 4-F, 14Ga, 16 Ga Stainless, 3-G .25" Plate	WLD 131 AB GTAW (TIG) Plate	2
AWS Weld Certification (CWI) 2-G, 3-G, 4-G 11 Ga, .25"	WLD 131 BB GTAW (TIG) Plate	2
AWS Weld Certification (CWI) 5-G, 6-G, 2" Pipe, 4" Pipe Test	WLD 132 GTAW (TIG) Plate /Pipe	3

### Military Service Credit

NOTE: Contact the BCCC Admissions Office for specific credit documents required in addition to DD214 or DD295.

<b>MILITARY SERVICE SCHOOL</b>		
<b>Air Force:</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Basic Training	HEA 110 & PED 111	4
Noncommissioned Officer Academy	PSY 118	3
<b>Army:</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Army Advanced Leader Course	PSY 118	3
Basic Noncommissioned Officer Course	PSY 118	3
Basic Training	PED 110	2
First Sergeant School	BUS 153	3
Master Fitness	HEA 110 & PED 111	4
Ranger	PED 125	3
Sergeants Major Academy	BUS 137, POL 220	6

<b>MILITARY SERVICE SCHOOL</b>		
<b>Coast Guard:</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Basic Training	HEA 110 & PED 111	4
Master Chief Petty Officer	BUS 153	3
Petty Officer 1 <sup>st</sup> Class	PSY 118	3
<b>Marine Corps:</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Air Ground Task Force Intelligence Specialist Course	HUM 120	3
Basic Training	HEA 110 & PED 111	4
First Sergeants Course	BUS 153	3
Sergeants Course	PSY 118	3
<b>Navy:</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
Basic Training	HEA 111 & PED 111	4
Master Chief Petty Officer	BUS 153	3
Petty Officer 1 <sup>st</sup> Class	PSY 118	3
Basic Ent. Submarine School	BPR 111	3
	MNT 110	2
MM/Auxiliary	MNT 111	2
Third Class (E-4)	ELC 113 & ELC 115	8
	MNT 240	2
Pneumatics Submarine Maintenance	MNT 220	2
Sub. Hyd. Combined	MNT 230	2
<b>JFK SPECIAL WARFARE CENTER AND SCHOOL</b>		
<b>Course Name</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
<b>Civil Affairs:</b>		
Regional Research Analysis	GEO 111	3
Culture Education Qualification	HUM 120	3
<b>Foreign Language:</b>		
French	FRE 111 & 112	6
Spanish	SPA 111, 112, 211, 212	12
<b>Military Police School:</b>		
Level 1 (95B/31B1)	CJC 121 & 225	6
Level 2/3 (95B2/2/31 B2/3)	CJC 121, 122, & 225	9
Level 4 (95B4/31 B4)	CJC 121, 122, 215 & 225	12
Military Police Investigator School V5	CJC 221	3
Drug Suppression Course	CJC 213	3
Criminal Investigations Div. School	CJC 221	4
Corrections Specialist	CJC 141	3
<b>Psychological Operations:</b>		
Advanced Special Operations Training	CJC 212	3

<b>MILITARY SERVICE SCHOOL</b>		
Regional Studies Qualification	GEO 111	3
Culture Qualification	HUM 120	3
<b>Special Forces Medical Sergeant:</b>		
011-18D30, (version 0906 only)	BIO 163	5
SWCS18B MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, HUM 120	15
SWCS18C MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, HUM 120	15
SWCS18E MOS Series	PSY 118, PED 110, PED 125, CIS 111, CJC 212, GEO 110, HUM 120, NET 110	20
SWCS18F MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, HUM 120	15
SWCS18Z MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, HUM 120	15
SWCS37 MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, GEO 111, HUM 120	18
SWCS38 MOS Series	PSY 118, PED 110, PED 125, CJC 212, GEO 110, GEO 111, HUM 120	18

### Defense Language Proficiency Test (DLPT)

<b>Test Title</b>	<b>Score</b>	<b>BCCC Equivalency</b>	<b>Hours</b>
DLPT French	25-29	FRE 111	3
DLPT French	30-35	FRE 111 & 112	6
DLPT Spanish	25-29	SPA 111	3
DLPT Spanish	30-35	SPA 111 & 112	6
DLPT Spanish	39-39	SPA 111, 112 & 211	9
DLPT Spanish	40 or above	SPA 111, 112, 211 & 212	12

## Appendix B

### Continuing Education Crosswalk Credit Course Equivalencies

Continuing Education Crosswalk Courses	Minimum Grade	Curriculum Credit	Hours
ELC-3116RES	S-Satisfactory	ELC-113 Residential Wiring ELC-114 Commercial Wiring	8
MED-3300	S-Satisfactory	OST-130 Comprehensive College Keyboarding (with the stipulation that students meet the minimum speed/accuracy requirement of 30 words per minute with 5 or less errors by the end of the program) and	3
	S-Satisfactory	OST-286 Professional Development	3
Documented completion of a curriculum or continuing education phlebotomy course (BCCC Course Code)	S-Satisfactory	MLT 271	1

**Process:**

Students who have completed Continuing Education courses that qualify for Credit for Prior Learning must successfully complete the class through Continuing Education with a grade of “S” for satisfactory. The chart within Appendix B displays the Continuing Education classes that currently qualify for Credit for Prior Learning credit within curriculum and the number of hours which will be awarded. Successful completion is based upon the competencies learned within the class whether it be a parallel course built identical to the Curriculum class or a Continuing Education class that satisfies the competencies of a curriculum class.

Students need to complete the Beaufort County Community College [CPL Equivalency Approval Form](#), located on the BCCC website under [Forms](#), with approval of the lead instructor and division chair of the program which they are requesting credit.

## Appendix C

### Portfolio Credit

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A portfolio is an organized collection of essays and documentation demonstrating your learning through work and life experiences. Through the portfolio, you show that the knowledge you have gained through experience is equivalent to college training. In gaining academic credit through your experiences outside the college classroom, you must be able to identify and document your experiences and learning.

Your first step should be to meet with your instructor and the program lead instructor for the course for which you are seeking credit. Together, you will examine the syllabus, learning outcomes and learning objectives for the course in which you want credit. Your portfolio will need to describe and present evidence of your past learning that meets the course objectives outlined in the syllabus.

Items to be included in your portfolio may include but are not limited to:

- A. Expanded resume to include educational background and experience, employment history, relevant specialized training, relevant life experience, and references.
- B. A personal essay that explains your long-term career goals; what you have accomplished; what you have left to achieve; the knowledge and competencies gained through experiences and how that relates to course learning objectives; and how your portfolio supports your goal of attaining the degree you have chosen.
- C. Supporting documentation which includes any evidence you wish to submit to support your claim to meeting the course learning objectives.
- D. Any additional information required by the course instructor.

Reference: Portfolio Example by clicking ([here](#)).

## **Appendix D**

### **Forms**

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All required forms mentioned in this handbook can be found by following the corresponding links below. By clicking on the link, you will be directed to the corresponding document located in the forms page in the BCCC website.

[\*\*CPL Equivalency Approval Form\*\*](#)

[\*\*CPL Equivalency Approval AND to PN Form\*\*](#)

[\*\*Credit by Examination Form\*\*](#)

[\*\*Notice of Appeal Form\*\*](#)

[\*\*Credit for Prior Learning Self-Assessment Worksheet\*\*](#)