

Vernon Campus
4400 College Drive
Vernon, Tx 76384
(940) 552-6291

Century City Center
4105 Maplewood
Wichita Falls, Tx 76308
(940) 696-8752



Sheppard Learning Center
P. O. Box 6097
Sheppard AFB, Tx 76311
(940) 855-2203

Skills Training Center
2313 Central Expressway
Wichita Falls, Tx 76302
(940) 766-3369

Revised January 2008

NON-TRADITIONAL

EDUCATION

AT

VERNON COLLEGE

VERNON, TEXAS
WICHITA FALLS, TEXAS

Non-Traditional Education at Vernon College

Credit earned through the methods described in this booklet may be applied toward meeting the requirements of a certificate or an associate degree at Vernon College. Credit is awarded only in areas offered within the current curriculum of the institution and is appropriate only as it relates to the student's educational program. Credit earned by examination may not be used to meet the residence requirement.

An examination may be taken prior to enrolling at Vernon College; however, credit earned will be held in escrow until the student has successfully completed (with a grade of C or better) six (6) semester hours of college level work. Credit earned through non-traditional examinations will not be considered in determining grade-point averages. Successful performance on an examination will be recorded on a student's Vernon College transcript as credit (CR). No annotation of an unsuccessful performance on an examination will be made.

Credit by examination awarded to a student to meet Vernon College graduation requirements does not guarantee that such credit will transfer to other institutions. A student should always check with the college they are planning to attend to ensure that credit will be granted.

Articulated Credit

Courses taken in grades 11 and 12 in a secondary school will be awarded credit according to the articulation agreement developed by Vernon College and the secondary school.

Credit from Non-Degree Programs/Courses and Professional Certifications

Credit earned in a Vernon College non-degree program or course or through professional certification may be converted to semester credit hours provided the following conditions are met:

- Credit awarded represents collegiate course work relevant to the student's declared major
- The amount of credit awarded is clearly stated and is in accordance with

Defense Activity for Non-Traditional Support (DANTES)

DANTES subject standardized tests are available to members of the military and accepted for credit toward courses at Vernon College. The passing score is the American Council on Education (ACE) recommended score as shown on the transcript of the test results. The Educational Service Center on Sheppard Air Force Base provides these tests for military personnel. Vernon College is not a testing center for DANTES.

Listed below are the examinations and required scores currently accepted by Vernon College.

TEST FORM	TITLE	MINIMUM SCORE FOR CREDIT	VC COURSE EQUIVALENT
424	Fundamentals of College Algebra	47	MATH 302
450	Principles of Statistics	48	MATH 1342
530	Human Resource Mgmt.	48	HRPO 2301
531	Organizational Behavior	48	HRPO 2307
532	Principles of Supervision	46	BUSI/BUSG elective
534	Business Law II	52	BUSG 2307
536	Introduction to Computing	45	COSC 1301
543	Introduction to Business	46	BUSG 1301
820	Technical Writing	46	ENGL 2311
815	Principles of Public Speaking	47	SPCH 1315

Vernon College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, age, color, gender, marital status, religion, national origin, or disability consistent with Titles IV, VI, and VII of the Civil Rights Act of 1964, and Titles IV and IX of the Higher Education Act as amended in 1972 and 1976, and with Executive Order 11246 as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 (PL-93-112) and Americans with Disabilities Act of 1990.

Individuals requiring more information on the above or wishing to register a complaint should contact the Director Human Resources, Vernon College, 4400 College Drive, Vernon, TX 76384-4092, telephone number (940) 552-6291.

Advanced Placement Program (APP)

APP is a cooperative educational endeavor of secondary schools, colleges and the College Board of the Educational Testing Service. The examinations are given each year at selected high schools throughout the nation. Vernon College will grant credit for the following:

EXAMINATIONS	REQUIRED SCORES	VERNON COLLEGE EQUIVALENT COURSE(S)
Biology	3,4,5	BIOL 1411; BIOL 1413
Chemistry	3,4,5	CHEM 1411; CHEM 1412
Macroeconomics	3,4,5	ECON 2301
Microeconomics	3,4,5	ECON 2302
English Lang./Composition	3,4,5	ENGL 1301
English Lit./Composition	3,4,5	ENGL 1302
American History	3,4,5	HIST 1301 OR HIST 1302
Math - Calculus	3,4,5	MATH 1314
Physics - Mechanics	3,4,5	PHYS 1401
Electricity & Magnetism	3,4,5	PHYS 1402
Government - U. S.	3,4,5	GOVT 2302
Spanish - Level 3	3,4,5	SPAN 1411; SPAN 1412

Excelsior College Examination Program (ECEP)

Excelsior College sponsors the ECEP (formerly Regents College). A minimum standard score (SS) of 45, passing (PF) or letter grade (LG) as reported by ACE will be accepted for granting equivalent course credit. The Educational Service Center on Sheppard Air Force Base provides these tests for military personnel. VC is not a testing center for ECEP.

TEST FORM	EXAMINATIONS	TYPE OF SCORE	MINIMUM SCORE FOR CREDIT	VERNON COLLEGE EQUIVALENT COURSE
429	Organizational Behavior	LG	C	HRPO 2307
579	Business Policy & Strategy	SS	45	FMGT 1303
482	Human Resource Management	SS	45	HRPO 2301
434	English Composition	LG	C	ENGL 1301
408	Statistics	SS	48	MATH 1342

commonly accepted good practice.

- The course outcomes and competencies must be equivalent
- The course must have been taught by a qualified faculty member

Students concurrently enrolled in courses taught for both credit and continuing education may convert 50% of their technical course work from continuing education to credit. Conversion must be requested within five (5) years after the last course is completed. No more than four (4) semester hours for a credit certificate of 29 or less hours and no more than eight (8) semester hours for a credit certificate over 30 hours or a degree may be converted to semester hour credit through professional certification except in the case of Emergency Medical Technology in which case a maximum of 23 semester hours may be awarded. Decisions regarding the awarding of credits will be made by qualified faculty members and approved by the instructional dean. The fee is \$25.00 for each transcribed course.

Credit for Experiential Learning

Credit for experiential learning may be awarded for required external work experience courses (cooperative education, internship, clinical, and practicum) in the curriculum provided the learning is documented and achievement of all outcomes for the courses is demonstrated. Documentation will include how such learning was evaluated and the basis on which such credit was awarded. This credit (not to include the capstone course) may be awarded after the successful completion of six (6) semester hours in the curriculum and must not duplicate credit already awarded. Credit can only be given in one (1) course for the same experiential learning. Capstone external work experience credit may be awarded during the last semester before graduation. If a student believes he/she may qualify for credit for experiential learning, contact the Dean of Admissions and Financial Aid.

Evaluation of Military Experiences

Vernon College uses the *Guide to the Evaluation of Educational Experiences in the Armed Services*, published by the American Council on Education (ACE) as a basis for evaluating training in the armed forces. Information may be obtained in the Office of Admissions and Records.

Departmental Challenge Examination

For Vernon College courses that cannot be challenged through standardized examinations, departmental challenge examinations (DCE) may be constructed by the appropriate faculty specialists as students apply to challenge such courses. The examination shall be administered by a faculty member in the department in which the equivalent course is taught. Vernon College reserves the right to determine that some courses are not eligible for a departmental challenge exam.

A course syllabus with learner outcomes will be made available to students applying for any course offering a challenge exam. After examining the course learner outcomes, the student can decide whether he/she should elect to take a challenge exam in the course under consideration. The instructional dean must approve each DCE and must sign the student's "Request To Take A Departmental Challenge Examination" form prior to an examination being given. Forms are available in Student Services on all Vernon College's campuses. DCEs are not given during the summer semester.

A \$20.00 per semester hour testing fee is charged for each DCE given. When payment is made, a business office representative should complete the appropriate area on the request form. There is no refund of the examination fee if the student does not make a minimum grade equivalent of "C" or above.

Grades are reported to the Office of Admissions and Records on the "Departmental Challenge Examination Grade Report" form by the faculty grading the exam. If successful, a grade of credit (CR) will be posted on the student's permanent record. This credit will be designated as Credit by Departmental Challenge Examination and will not be used in the computation of the student's grade point average. Students may not receive credit for a challenge examination in a course for which a passing grade of A, B, C or D has previously been achieved. Students may repeat a DCE only after a six (6) month waiting period.

International Baccalaureate Organization

The International Baccalaureate Organization (IBO) is a college preparatory program recognized for its challenging curriculum. Vernon College values the organization's efforts. In accordance with SB 111, students who have earned an IB diploma can expect to receive at least 24 hours of college credit. Credit is recorded to transcripts after the completion of six hours of VC coursework. Where applicable, IB Higher and Standard exam scores will earn selected VC course credits. Within their first academic year, IB students are responsible for notifying VC admissions of their IB

status and scores. Prior to enrollment, all IB students must meet TSI (Texas Success Initiative) guidelines for placement.

Credit will be granted for the following higher level exams: Chemistry, English, History, Physics, Psychology and Spanish. Standard level credits will be given for Chemistry, Economics, Mathematics, Music, Physics, Psychology, Spanish and Drama. Where applicable, credit will count toward general education requirements.

Any new student receiving the IB diploma with a score of at least a 4 on all subjects will be granted at least 24 hours.

Grades accepted: 7, 6, 5, (4 = credit for diploma candidates only) Credit for Higher Exams Only

Higher Exam	Credit Hours	Texas Common Course Number
Chemistry	8	CHEM 1411, 1412
English	6	ENGL 1301, 1302
History	6	HIST 1301, 1302
Physics	8	PHYS 1401, 1402
Psychology	3	PSYC 2301
Spanish	8	SPAN 1411, 1412

Grades accepted: 7, 6, 5, (4 = credit for diploma candidates only) Credit for the following Standard Exams:

Standard Exams	Credit Hours	Texas Common Course Number
Economics	6	ECON 2301, 2302
Music	3	MUSI 1306
Theatre	3	DRAM 1310

Grades accepted: 7, 6, (5 or 4 = credit for diploma candidates only)

Standard Exams	Credit Hours	Texas Common Course Number
Chemistry	8	CHEM 1411, 1412
Mathematical Studies	6	MATH 1314, 1316
Physics	8	PHYS 1401, 1402

Grades accepted: 7, 6, or 5 = credit (4 = credit for diploma candidates only)

Standard Exams	Credit Hours	Texas Common Course Number
Psychology	3	PSYC 2301

Grades accepted : 5 or 4 = credit for the following:

Standard Exams	Credit Hours	Texas Common Course Number
Spanish	8	SPAN 1411, 1412

Grades accepted: 7 or 6 = credit (5 or 4 = credit for diploma candidates only):

Standard Exams	Credit Hours	Texas Common Course Number
Spanish	14	SPAN 1411,1412,2311,2312

To request the International Baccalaureate transcript call (212) 696-4464 or write to:

International Baccalaureate North America
200 Madison Avenue, Suite 2007
New York, NY 10016

The transcript should be sent to :

Vernon College
Admissions Office
4400 College Drive
Vernon, TX 76384

SUBJECT EXAMINATION	CREDIT-GRANTING SCORE	VERNON COLLEGE EQUIVALENT COURSE(S)
Freshman Composition (essay mandatory)	50	ENGL 1301
English Literature	50	ENGL 2322 & 2323
Algebra	50	MATH 1314
Chemistry	50	CHEM 1411 & 1412
Calculus with Elementary Functions	50	MATH 2413
College Mathematics	50	MATH 1332
Trigonometry	50	MATH 1316
Spanish, Level 1	50	SPAN 1411 & 1412
Spanish, Level 2	54	Level 1 and SPAN 2311 & 2312
American Government	50	GOVT 2301 or 2302
History of the United States I (Early colonization to 1877)	50	HIST 1301
History of the United States II (1865 to present)	50	HIST 1302
Macroeconomics	50	ECON 2301
Microeconomics	50	ECON 2302
Psychology, Introductory	50	PSYC 2301
Sociology, Introductory	50	SOCI 1301
Principles of Accounting	50	ACCT 2401 & 2402
Business Law, Introductory	50	BUSI 2301
Information Systems & Computer Applications	50	COSC 1301
Principles of Management	50	BMGT 1303
Principles of Marketing	50	MRKG 1311

Standardized Examinations

College Level Examination Program (CLEP)

CLEP is a national testing program administered by the Educational Testing Service. Examinations are given to anyone who wishes to take them. CLEP is a computerized test and is administered in the Testing Center by appointment. The fee for a CLEP exam is \$75 (two checks - one to CLEP for \$60 and one to Vernon College for \$15). Below are all current CLEP examinations that are accepted by Vernon College.