

# Academic Credits

Each course is assigned a number of credits based on the time obligated for formal enrollment in that course: One credit represents (on a per-week basis) 1 hour of classroom work, 2-3 hours of lab, 3-5 hours of clinical experience, 3 hours of practicum experience, or 3-6 internship hours plus 2 or more hours of student work outside of class each week for 15-16 weeks. For complete information, see the Academic Policies of CCSNH.

## Credit by Exam

In certain instances, a matriculated student may present evidence suggesting they may be eligible to receive credit for a course or courses either through aggregate educational experience or occupational experiences. In such cases, an application for a Credit by Exam must be made within the first 2 weeks of a semester and be approved by the student's department chair. The department chair will assign a faculty member to discuss the subject area to be tested with the student and administer the test. A fee of \$25 per credit hour is required for each exam administered under this policy. The Credit by Exam is comprehensive; grades are either "pass" (E grade) or "no pass," with full course credit granted for an E.

If a student passes the exam, appropriate credit(s) will be applied to their academic record and a notation entered on their transcript indicating successful completion. Since a traditional grade is not entered, the Credit by Exam is not calculated into the student's GPA. If the student does not pass the exam, no entry is made on the academic transcript, but a record of the unsuccessful completion will be maintained in the student's file. A student who gets "no pass" on a Credit by Exam will be ineligible for another Credit by Exam in that course and must successfully complete the course as needed to fulfill program requirements. A student who has previously received a failing grade in a course (or less than C for transfer) may not request Credit by Exam in that course. Financial aid does not cover courses for which a student earns credit in this way.

## College-Level Examination Program

College-Level Examination Program (CLEP) exams are available in 34 college-level introductory subjects and are administered at NHTI. Through CLEP testing, students can demonstrate their knowledge and competency in a subject area and earn college credit. NHTI recognizes competency demonstrated through CLEP exams in such areas as English, Humanities, Social Science, History, and Calculus.

## Experiential Learning

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this toward credit in a degree/professional certificate/certificate program. To prepare for this option, students will develop a portfolio to be assessed by appropriate college personnel. A student must be matriculated in an NHTI program to be eligible to apply for experiential credit. Not all programs provide this credit option; students should consult with their advisors for eligible programs and the application process.

- Students may be awarded a maximum of 24 credits for experiential learning.
- Students will be assessed a fee based on 50% of the current tuition rate on the total credits awarded.
- Financial aid does not cover courses for which a student earns credit through experiential learning.