APPLYING FOR ALTERNATIVE CREDIT – INSTRUCTIONS

Alternative Credit is a way to earn credit for a course you need for graduation by providing documented proof that you already learned the material covered in the course.

1. Your first step is to work with the Alternative Credit Advisor (ACA) in the department that owns the Kirkwood college credit course. Their contact information can be found in the Kirkwood Directory link, under Support in MyHub.
   Ask your advisor if you need help determining which department owns the course you're interested in.

DEPARTMENT	NAME
Ag Sciences	Ashley Moeller
Allied Health	Heather Niec
Allied Health	Cindy Erenberger
Arts & Humanities	Bryant Manning
Business and IT	Sarah Matheny
Communication, English, and Media	Carolyn Gonzalez
Health Occupations	Jackie Gillen
Hospitality	David Horsfield
Industrial Technologies	Carrie Barker
Industrial Technologies	Trina Weiland
Math/Science	Wendy Jamison
Math/Science	Jana Fowler
Nursing	Kathy Dolter
Nursing	Lauri Hughes
Social Science	Angela Gillis
Water Environmental Technology	Kim Fensterman

2. With the ACA, discuss the evidence you have of learning the course material.

3. Considering the ACA's recommendation, decide whether or not to proceed with the application.

4. If you proceed, work with the ACA to complete the application.

5. There is an administrative fee of $25 for each Application for Alternative Credit, except when the learning was from Kirkwood Continuing Education coursework. If you did not learn the course content through Kirkwood Continuing Education, the ACA will let you know when the fee is on your bill and ready to be paid.

6. Work with the ACA, and possibly the course's lead faculty, to compile the documentation to be submitted with your application.

7. If your application is approved and you did not learn the course content through Kirkwood Continuing Education, a fee based on one-half of the current tuition for the course will be added to your bill for the current term. When you have paid the charge, course credit will be added to your transcript.

APPLICATION FOR ALTERNATIVE CREDIT

Credit is being requested for this Kirkwood college-credit course:

_____   _____   _____
Course Number   Credit Hours   Course Title

Please check one box below. A separate application is required for each college course. A $25 administrative fee is required for each application for alternative credit, except when the outside work is Kirkwood Continuing Education coursework.

☐ **A:** College credit for completion of this articulated Kirkwood Continuing Education course:
• **Requires official Kirkwood Continuing Education transcript. Call 319-398-1022 or email <u>contactce@kirkwood.edu</u>.**

_____   _____
Course Number   Class Name

☐ **B:** College credit for industry-recognized, third-party portable certificate, credential, or licensure
• **Requires original currently valid certificate, credential, or license.**

☐ **C:** College credit for past learning, including work experience and experiential learning, **not related** to the military
• **Requires portfolio assessment by the lead faculty.**

☐ **D:** College credit for past learning, including work experience and experiential learning, **related** to the military
• **Requires portfolio assessment by the lead faculty.**

_____   _____
Name of Applicant (print)   k-number

_____
Street Address

_____   _____   _____
City   State   ZIP

_____   _____
Telephone   Kirkwood Email

Kirkwood employee who provided this application form, if applicable: _____

I have read the policy on the reverse side of this form and understand my request for credit may, or may not, be approved.

_____   _____
Applicant Signature   Date

_____   _____
Alternative Credit Advisor (print and sign)   Date

. . . .

APPROVALS:

Alternative Credit Advisor Signature: _____ Date: _____ Approve ☐ Deny ☐

Dean Signature: _____ Date: _____ Approve ☐ Deny ☐

Office of Academic Affairs Signature: _____ Date: _____ Approve ☐ Deny ☐