

Alternative Credit Policy

Alternative credit is defined as college credit earned outside of Kirkwood credit course completion, transfer course completion, or credit by examination. Alternative credit requests cannot be made to replace a failing grade for a course previously attempted. The student will be assessed an administrative charge of \$25 for each Application for Alternative Credit except when the outside work is Kirkwood Continuing Education coursework.

This policy does not exempt students from complying with all other Kirkwood graduation policies including residency and graduation policies. Alternative credit may not count as institutional residence credit unless converted from Kirkwood Continuing Education coursework.

A maximum of 18 credits may be awarded for alternative coursework and exam credit of any kind. A student must request alternative credit be awarded. The credit is not awarded automatically.

If approved, a fee based on one-half of the current tuition for the credit course (except for Kirkwood Continuing Education) will be added to the student's bill for the current term. All forms and documentation will be submitted to the Records Evaluator for billing, recording, and archival.

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

If the Application for Alternative Credit is denied, the student will be notified in writing by the program coordinator or dean. The application and a copy of the denial letter must be submitted to the Records Evaluator for inclusion in the student's academic record and archival. 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 denial.

Alternative Credit Advisors

<u>Department</u>	<u>Name</u>
Ag Sciences	Ashley Moeller
Ag Sciences	Scott Ermer
Allied Health	Heather Niec
Allied Health	Katie Tanner
Arts & Humanities	Jennifer Cunningham
Business and IT	Dan Tuuri
Communication, English, and Media	Jeff Kirchoff
Distance Learning	Dave Hunt
Distance Learning	Kim Fensterman
EMT, Paramedic, Pharmacy Tech	Mike McLaughlin
Hospitality	David Horsfield
Industrial Technologies	Victoria Dabler
Iowa City	Mark Butland
Iowa City	Brooke Strahn-Koller
Math/Science	Trina Weiland
Nursing	Kathy Dolter
Nursing	Lauri Hughes
Social Science	Angela Gillis