



MOST RECENT CHANGES

Version # 1:
Establishing policy for non-traditional credit and procedure.

I. POLICY PURPOSE

The purpose of this policy is to set forth the criteria for granting non-traditional education credits in recognition of the value of life and work experiences. These non-traditional education credits apply only towards the degrees of Associate of General Studies, Associate of Applied Sciences, and the Certificate of Achievement.

II. POLICY STATEMENT

A student may apply for non-traditional education ('NTE') credit based on work or life experience. Application may be made as outlined here at any time after the student completes the process of admission to CSN even if not otherwise registered in a course or gaps in enrollment have occurred. NTE credits apply only towards the degrees of Associate of General Studies ('AGS') and the Associate of Applied Sciences ('AAS'), and the Certificate of Achievement ('COA'). Requests for NTE credit will be evaluated and awarded in the sole discretion of the academic department. NTE credit cannot exceed the credit value of the equivalent course.

The evaluation for NTE credit will typically involve a personal interview, verification of occupational or life experience, and may include the results of occupational competency examinations. Applicants must submit all relevant official documents, supportive materials, and specific information on the length, content, and other pertinent information concerning the work or life experience to the department chair or designee. After approval, applicant must pay a fee of \$25 per CSN course.

Sources or background for work or life experience meriting consideration may include but are not limited to nor guaranteed to be:

- Military training
- Correspondence courses
- Certificate training
- Service Member Opportunity College
- Post-secondary proprietary institutions including business colleges
- Apprenticeship instruction/training
- Extension courses
- Work experience

Generally, a maximum of sixteen NTE credits can be applied toward the AGS and the AAS, and a maximum of eight NTE credits can be applied toward the COA. However, there is an opportunity to exceed the foregoing limit through application to and approval from the Vice President – Academic Affairs, in addition to the regular approval process.

NTE credit is not included in a student's cumulative CSN GPA. NTE credit awarded by CSN may not be transferable to another educational institution.

III. PROCEDURE

The non-tradition education credit application can be picked up at the Office of the Registrar and is also available on-line. Students applying for non-traditional educational credit will first contact the appropriate department chair. The department chair will review the appropriate documents and if these are approved,

will sign the form. If the non-traditional credits requested exceed the sixteen credits for an AAS degree or the eight credits for a COA, the student must also receive signed approval from the Vice President of Academic Affairs.

When the application is signed, return it to the Office of the Registrar. A \$25 non-refundable fee must be paid to the Cashier's Office. The NTE credit application must be stamped by the Cashier's Office before being submitted to the Office of the Registrar.

The awarded NTE credits will become a permanent record on the student's transcript.

Students will receive a copy of the approved application once the NTE credits have been posted on their transcript.

IV. AUTHORITY AND CROSS REFERENCE LINKS

[Board of Regents Handbook Title 4, Chapter 16, Section 20 Non-Traditional Credit application form](#)

V. DISCLAIMER (Include in All Policies)

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended by (add additional signature lines as appropriate):

<u>/s/ Charles P. Milne, Jr.</u>	<u>4/2/13</u>
Signature	Date
<u>Faculty Senate Chair</u>	
Recommending Authority Title	

Reviewed for Legal Sufficiency:

<u>/s/ Richard L. Hinckley</u>	<u>4/3/13</u>
General Counsel	Date

Approved by:

<u>/s/ Michael D. Richards</u>	<u>4/3/13</u>
CSN President	Date

VII. ATTACHMENTS

Attachment A – History

ATTACHMENT A**HISTORY**

- Version 1:
 - 04/03/2013: Approved by CSN President Mike Richards
 - 04/02/2013: Reviewed by General Counsel
 - 03/08/2013: Recommended by Senate Executive Committee (C. Miline)
 - 02/01/2013: Policy written by the Faculty Senate Academic Standards Committee (J. Acree)