

ACADEMIC CREDITS

Each course is assigned a number of credits based on the time obligated for formal enrollment in that course. The allocation of credits is normally according to the following formula:

One credit represents a.) one hour of classroom work per week; or b.) two or three hours of laboratory per week; c.) three to five hours of clinical experience per week; d.) three hours of practicum experience per week; or e.) three to six internship hours per week plus two or more hours of student work outside of class each week for 15-16 weeks. For complete information, see the Academic Policies of the Community College System of New Hampshire.

Credit-By-Examination

In certain instances a student who has been accepted into a degree program may present evidence that would suggest that he or she may be eligible to receive credit for a course or courses either through aggregate educational experience or through some combination of occupational experiences. In such cases, an application for a credit-by-examination must be made within the first two weeks of a semester and be approved by the student's Department Head.

The head of the department offering the course will assign a faculty member who will discuss the subject area to be tested with the student and administer the test. A fee is required from the student for each examination administered under this policy. The fee is \$25 per credit hour. The credit-by-examination will be comprehensive in nature.

Grades for credit-by-examination will be either "pass" (E grade) or "no pass," with full course credit granted for a grade of "E" (pass). Prior to 2005, students who passed a credit-by-examination were issued a "P" grade.

If a student passes the exam, using criteria developed by the respective department, appropriate credit(s) shall be applied to the student's academic record and a notation entered on the student's transcript indicating successful completion. Since a traditional grade (A-F) is not entered, the Credit by Exam is not calculated into the student's grade point average (GPA). If the student fails to 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 receives a grade of "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-examination in that course. See Program Residency Requirement. Financial Aid does not cover courses for which a student earns credit through Credit by Examination.

College-Level Examination Program (CLEP)

CLEP exams are available in 34 college-level introductory subjects and are administered at NHTI. CLEP testing is one way students can demonstrate their knowledge and competency in a subject area and earn college credits, NHTI recognizes competency demonstrated through certain CLEP subject exams in such subject areas as English, the humanities, social sciences – history, and calculus.

Experiential Learning Policy

Credit for prior learning offers students the opportunity to demonstrate the knowledge they have gained through life experiences and apply this knowledge towards 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 the experiential credit option; students should consult with their respective colleges for eligible programs and the process used for application.

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 (e.g., for 12 credits awarded: $0.50 \times \text{current tuition rate} \times 12 \text{ credits}$).

Financial Aid does not cover courses for which a student earns credit through Experiential Learning.