



Advanced Standing Guide

Credit Through Advanced Standing

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associates degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College.

An Equal Opportunity Educational Institution Serving the Community without regard to Race, Creed, Sex, National Origin or Disability.

2/21/14: Created
3/18/14: ADA Compliant
8/9/18: Revised

Table of Contents

Introduction.....	1
Definition of Advanced Standing.....	1
Criteria Governing Advanced Standing.....	1
Advanced Placement® (AP) Examinations.....	4
Foreign Credits Earned and International Baccalaureate Diploma Program Examinations (IB).....	7
Carteret Community College CLEP® Policy (College-Level Examination Program).....	8
Credit-By-Examination (Proficiency Exams).....	9
Defense Activity for Non-Traditional Educational Support (DANTES).....	10
Documentation of Military Training.....	10
Industry Certifications & Licensure.....	10
Articulation Agreements Carteret Community College/High School.....	12
Internal Articulated Crosswalks Curriculum/Corporate and Community Education.....	19
Curriculum/Curriculum Crosswalks and Prior CCC Curriculum Course Work.....	22
Process for Applying for Advanced Standing Credit.....	23
Credit by examination request form.....	25

Introduction

Carteret Community College recognizes its responsibility to provide Advanced Standing status to those students with valid and credible learning experiences beyond the campus classroom. The basic premise of the Advanced Standing process is that degree seeking students shall be awarded appropriate college credit when their previous studies or training have already provided the knowledge, competencies, and skills associated with a course. The College's commitment to this philosophy of Advanced Standing is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction.

The Curriculum Review Committee (CRC) acts as the authority on transfer credit from outside institutions, and other matters related to determining course equivalencies, to ensure that the courses awarded as transfer credit are equivalent to CCC curriculum courses, both in quality and content.

Definition of Advanced Standing

Advanced Standing is the award of academic credit for subject matter competency that has been gained by previous academic study or training. This may include, but is not limited to, college credit based upon individual participation in the Advanced Placement® (AP) program; other placement examinations; formal articulation agreements; transfer credit from other regionally accredited institutions of higher learning; professional certification; training provided by non-collegiate institutions, such as armed forces and service schools.

Criteria Governing Advanced Standing

The following eligibility criteria apply to all forms of Advanced Standing:

- To be eligible for Advanced Standing, A student must be a high school graduate or equivalent, or 18 years or older, and would need to declare a program of study leading to a degree/diploma/certificate before a transcript evaluation would be done for that student. This excludes non-degree students (special credit).
- Temporary non-academic credit will be awarded for special credit students and dual enrollment students who need the credit to meet prerequisites.

The following outlines the process for obtaining Advanced Standing:

- Students are responsible for providing the College with appropriate official documentation used in determining Advanced Standing credit. In the case of foreign transcripts, the student must obtain a transcript evaluation by an approved evaluation agency. At this time, Carteret Community College recognizes WES (World Education Service) and AACRAO (American Association of Collegiate

- Registrars and Registrar's Officers) as approved agencies. See section on **Foreign Credits Earned** for details.

The following limitations apply to the awarding of Advanced Standing:

- The minimum standards for graduation require a passing grade in all courses in a curriculum and the successful completion of any specific curriculum requirements, such as a cumulative grade point average. Candidates for degrees, diplomas and certificates must complete a minimum of 25 percent of their required course work at Carteret Community College (CCC). The requirement to complete 25 percent of required course work at CCC may not be met by any form of Advanced Standing covered in this document.

Award of credit through Advanced Standing shall only be given for courses that could be found in the Combined Course Library for articulated general courses, approved in the Comprehensive Articulation Agreement (CAA).

For technical courses (non-CAA courses), award of credit will be restricted to courses that apply to programs that Carteret Community College currently offers, appearing in our General Catalog. For instance, credit will not be normally given for ARS 101, Intro to Automotive Restoration, unless the College adopts an Automotive Restoration program of study.

In the case of exceptions, award of credit for non-transfer courses not part of a program of study appearing in our General Catalog can be awarded on a case by case basis. The Program Chairperson will work with the counselors to find appropriate equivalencies.

- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through Advanced Standing.
- Transfer credit is awarded for academic work in which the student earned a grade of "C" or better.
- Paralegal Technology students must complete at least 25% of required LEX courses at Carteret Community College. Credit earned through Advanced Standing does not apply.
- Students may not apply for Credit-By-Examination (Proficiency Test) for a particular course if they have previously enrolled (either for credit or audit) in that course at Carteret Community College.
- The College maintains time limits on prior learning experiences for which Advanced Standing may be granted. Award of credit will be subject to a five-year time limit for applied science and technical courses and some biological science courses. Courses include:

- ACC 120, Principles of Financial Accounting
- ACC 121, Principles of Managerial Accounting
- ACC 140, Payroll Accounting
- ACC 150, Accounting Software Applications
- BIO 163, Basic Anatomy & Physiology
- BIO 168 & 169, Anatomy & Physiology I & II
- BIO 271 Pathophysiology
- DES 120, CAD for Interior Design
- OST 132, Keyboard Skill Building
- OST 134, Text Entry & Formatting
- OST 135, Adv. Text Entry & Format
- OST 136, Word Processing
- OST 138, Advanced Software Applications
- OST 148, Med Coding Billing & Insurance
- OST 236, Advanced Word/Information Processing
- OST 243, Med Office Simulation
- OST 247, Procedure Coding
- OST 248, Diagnostic Coding
- OST 286, Professional Development

Courses with the following prefixes will be subject to the five-year time limit:

- CIS
- CTS
- DBA
- NET
- NOS
- SEC
- WEB

Students who maintain continuous enrollment will retain transfer credit, including those students who change their programs of major. However, those who interrupt their enrollment for 3 consecutive semesters or more will be subject to the course/prefix time limits.

The Academic Dean of the academic division, in consultation with the appropriate Program Chairperson, will determine if courses taken more than five years ago can be used in the student's current program of study.

- The official transcript shall specify the type of Advanced Standing credit awarded, equivalent courses, and the number of credits awarded. Advanced Standing credit shall be distinct from earned course credit.

No grades, grade point average, or other indication of academic standing shall be associated with Advanced Standing entries on the official transcript.

- Credit awarded through Advanced Standing is applicable only to Carteret Community College's curricular requirements. **Students are cautioned that credits awarded through AP® examinations, articulation, CLEP® examinations, Credit-By-Examination, or other means of Advanced Standing may not be accepted in transfer by other post-secondary institutions.**

Advanced Placement® (AP) Examinations

Carteret Community College awards credit for successful completion of Advanced Placement® examinations in high school. To receive AP credit, students must provide the Registrar with official score reports from the College Board. Please see [College Board AP Exams](#) for information about how to request an official score report. AP credit:

AP Exam	CCC Course(s)	Credit Hours	In Score
Art History	Art 114	3	3
Biology	BIO 110	4	3
	BIO 111	4	4
	BIO 111, 112	8	5
Calculus AB	MAT 271	4	3
Calculus BC	MAT 271, 272	8	3
Chemistry	CHM 151	4	3

AP Exam	CCC Course(s)	Credit Hours	In Score
	CHM 151, CHM 152	8	4
Computer Science A	CIS 115	3	4
Computer Science AB	CIS 115	3	3
Economics (Micro)	ECN 251	3	3
Economics (Macro)	ECN 252	3	3
English Literature / Comp	ENG 111	3	3
English Language / Comp	ENG 111	3	3
	ENG 111, 112	6	4
English Literature & Language Comp (both exams)	ENG 111, ENG 112	6	3 on both
Environmental Science / Studies	BIO 140/A	4	3
French Language & Literature (both exams)	FRE 201, FRE 202	6	4 on both
	FRE 211, FRE 212	6	4 Lit, 3 Lang
	FRE 211, FRE 212	6	3 Lit, 4 Lang
	FRH 211	6	4
French Literature	FRH 211, FRH 212	6	4
	FRH 211	3	3
German Language	GER 211, GER 212	6	3
History (European)	HST 121, HST 122	6	3
	*(students who take the exam through Summer 2013)		
	HST 121, HST 122	6	4
	**(students who take the exam Fall 2013 and after)		
History (U.S.)	HST 131, HST 132	6	3

AP Exam	CCC Course(s)	Credit Hours	In Score
	*(students who take the exam through Summer 20130)		
	HST 131, HST 132	6	4
	**(students who take the exam Fall 2013 and after)		
History (World)	HST 111, HST 112	6	3
	*(students who take the exam through Summer 2013)		
	HST 111, HST 112	6	4
	**(students who take the exam Fall 2013 and after)		
Human Geography	GEO 111	3	3
Italian Language & Culture	ITN 211	3	3
	ITN 211, ITN 212	6	4
Japanese Language & Culture	JPN 112, JPN 211	6	3
	JPN 211, JPN 212	6	4
Latin / Vergil	LAT 111, LAT 112	6	3
Latin / Literature	LAT 111, LAT 112	6	4
Music Theory	MUS 121	3	3
Physics B	PHY 151, PHY 152	8	3
Physics C Mechanics	PHY 251	4	3
Physics C Elec / Mag	PHY 252	4	3
Psychology	PSY 150	3	3
Spanish Language & Literature (both exams)	SPA 211, SPA 212	6	4 on both

AP Exam	CCC Course(s)	Credit Hours	In Score
	SPA 211, SPA 212	6	4 Lit, 3 Lang
	SPA 211, SPA 212	6	3 Lit, 4 Lang
	SPA 211	3	3 on both
Spanish Literature	SPA 211	3	3
	SPA 211, SPA 212	6	4
Spanish Language	SPA 211	3	3
	SPA 211, SPA 212	6	4
Statistics	MAT 151	3	3
US Gov / Politics	POL 120	3	3
Com. Gov / Politics	POL 210	3	3

Foreign Credits Earned and International Baccalaureate Diploma Program Examinations (IB)

Carteret Community College awards Advanced Standing credit based on successful scores on the International Baccalaureate Diploma Program Exam (IB), but not a foreign transcript, with one exception.

There is only one exception for foreign transcripts. In the case of a student who has earned a degree and the credit is detailed by credit hour and course level, then Advanced Standing will be awarded. Carteret Community College accepts foreign transcript evaluations from only WES (World Education Service) and AACRAO (American Association of Collegiate Registrars and Registrar's Officers).

The IB Diploma will be recognized and advanced standing credit awarded for the higher level examinations if a score of "5" or higher is achieved. To receive credit for higher level exams, students must have the IB Organization send scores directly to the Registrar's office.

Carteret Community College CLEP® Policy (College-Level Examination Program)

Carteret Community College awards credit for successful completion of CLEP® general examinations, based upon the American Council of Education (ACE) recommendations. Only subject examinations (not general examinations) will be considered for possible credit. Students must score at the 50th percentile or higher in order to receive credit. Minimum scores required are those recommended by the American Council on Education (ACE). To receive credit for a CLEP® general exam, students must provide the Registrar's Office with official score reports from the College Board (CEEB). Please see [College Board CLEP®](#) for information about how to request an official score report.

Examination	Min Score	CCC Course	Hours Credit
Principles of Accounting/Financial	50	ACC 120	4
General Biology	50	BIO 110	4
Business Law	50	BUS 115	3
Principles of Management	50	BUS 137	3
General Chemistry	50	CHM 151	4
Info Systems & Computer Applications	50	CIS 110	3
Intro Microeconomics	50	ECO 251	3
Intro Macroeconomics	50	ECO 252	3
English Composition with Essay	50	ENG 111	3
Analysis & Interp of Literature	50	ENG 131	3
American Literature	50	ENG 231 & 232	6
English Literature	50	ENG 241 & 242	6
French Level I	50	FRE 111 & 112	6
French Level II	59	FRE 111, 112, 211, 212	12
German Level I	50	GER 111 & 112	6
German Level II	60	GER 111, 112, 211, 212	12
Western Civ I	50	HIS 121	3
Western Civ II	50	HIS 122	3
American History I	50	HIS 131	3
American History II	50	HIS 132	3
Humanities	50	HUM 211 & 212	6
College Mathematics	50	MAT 140	3
College Algebra	50	MAT 161	3
College Algebra & Trig	50	MAT 175	4
Precalculus	50	MAT 175	4
Calculus	50	MAT 271	4
Principles of Marketing	50	MKT 120	3

Examination	Min Score	CCC Course	Hours Credit
American Government	50	POL 120	3
Intro Psychology	50	PSY 150	3
Human Growth & Development	50	PSY 241	3
Intro Sociology	50	SOC 210	3
Spanish Level I	50	SPA 111 & 112	6
Spanish Level II	66	SPA 111, 112, 211, 212	12

Credit-By-Examination (Proficiency Exams)

Students requesting to take Credit-By-Exam must provide documentation along with the request form that demonstrates proficiency in the subject (see attachment 1). The Program Chairperson and Academic Dean review and approve submitted documentation before test can be attempted. Examples of acceptable documentation:

- A. Employer produced documentation of work experience
- B. Non-regionally accredited post-secondary credit
- C. Military credit that did not transfer
- D. Corporate & Community Ed credit
- E. Employee professional development

After receiving approval, students must register for the course they intend to challenge before the last purge date and before classes begin, and then must contact the Program Chairperson to schedule the examination. All Credit-By-Examinations must be taken before the first day of classes.

- A. Credit-By-Examination is not available for every course.
- B. Credit-By-Examination may not be used for 200 level coursework.
- C. Credit-By-Examination may be administered through written, oral, practical examination, or any combination of these methods deemed appropriate for the course being challenged. Students who fail a specific Credit-By-Examination will not be permitted a second opportunity.
- D. Students who do not successfully complete a course due to failure, official withdrawal, medical withdrawal, or violation of the College attendance policy will not be permitted to take a Credit-By-Examination for the course in question.
- E. No more than 10% of the required credit hours can be taken in the student's curriculum by means of Credit-By-Examination.

Credit-By-Exam tests will be available in Academic Support. Program Chairpersons will provide a comprehensive list of Credit-By-Exams available for non-transferrable AAS,

diploma, & certificate courses. Only technical level tests will be available. Articulated courses generally will not. Students interested in credit by testing for articulated courses will be referred to College Board to take College-Level Examination Program® (CLEP®) testing.

Exception: For articulated computer, accounting, and biology courses subject to the five-year time limit, Credit-By-Exam will be made available. For Spanish and articulated math courses there will be a placement test available to place beyond the introductory level.

The form for requesting Credit-By-Exam is available in the Student Services office. See attachment 1.

Defense Activity for Non-Traditional Educational Support (DANTES)

Carteret Community College will award credit for acceptable scores on DANTES college-level examinations as recommended by the American Council on Education (ACE). To receive credit for a DANTES examination, students are required to provide the Registrar's Office with official score reports.

Documentation of Military Training

Carteret Community College may grant credit for military service training based upon the recommendations provided the most current American Council of Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*. To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following to the Registrar's Office:

- ARMY: AARTS transcript
- Navy/Marine Corps: SMART transcript
- Air Force: USAF transcript
- Coast Guard: USCG transcript
- Other official transcript recommended by ACE

Industry Certifications & Licensure

Procedure: The student will be required to submit applicable documentation to the Registrar.

Limitations: All certifications will be subject to applicable five-year time limits.

Industry Certifications	Exam Number	Credit Courses	Credit Hours
1. Microsoft Word Core	Refer to website listed in "Industry & Licensure Certifications References"	OST 136	3
2. Microsoft Word Expert	Refer to website listed in "Industry & Licensure Certifications References"	OST 236	3
3. Microsoft Excel Core AND Microsoft Excel Expert	Refer to website listed in "Industry & Licensure Certifications References"	CTS 130	3
4. Microsoft Access	Refer to website listed in "Industry & Licensure Certifications References"	DBA 112	3
5. CompTia A+	220-801 AND 220-802	NOS 110 AND CTS 120	6
6. Network +	N10-005	NET 125	3
7. Cisco Certified Network Associate (CCNA)	640-802 OR 200-120	NET 126	3
8. Microsoft Windows 7	70-680	NOS 130	3
9. Microsoft Windows 8	70-687	NOS 130	3
10. Security+	SY0-301	SEC 110	3
11. Microsoft Server	70-410	NOS 230	3
12. Server+	SY0-003	NOS 230	3
Licensures		Credit Courses	Credit Hours
Life Guard Certificate		PED 152	1

Industry and Licensure References:

1. [Microsoft Word Core](http://www.microsoft.com/learning/en-us/mos-certification.aspx) (http://www.microsoft.com/learning/en-us/mos-certification.aspx)

2. [Microsoft Word](http://www.microsoft.com/learning/en-us/mos-certification.aspx) (http://www.microsoft.com/learning/en-us/mos-certification.aspx)
3. [Microsoft Excel](http://www.microsoft.com/learning/en-us/mos-certification.aspx) (http://www.microsoft.com/learning/en-us/mos-certification.aspx)
4. [Microsoft Access](http://www.microsoft.com/learning/en-us/mos-certification.aspx) (http://www.microsoft.com/learning/en-us/mos-certification.aspx)
5. [CompTia A+](http://certification.comptia.org/getCertified/certifications/a.aspx) (http://certification.comptia.org/getCertified/certifications/a.aspx)
6. [Network +](http://certification.comptia.org/getCertified/certifications/network.aspx) (http://certification.comptia.org/getCertified/certifications/network.aspx)
7. [Cisco Certified Network Associate](http://www.cisco.com/web/learning/certifications/associate/ccna/index.html)
(http://www.cisco.com/web/learning/certifications/associate/ccna/index.html)
8. [Microsoft Windows 7](https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
9. [Microsoft Windows 8](https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-8-certification.aspx)
10. [Security+](http://certification.comptia.org/getCertified/certifications/security.aspx) (http://certification.comptia.org/getCertified/certifications/security.aspx)
11. [Microsoft Server](https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx)
(https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx)
12. [Server+](https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx) (https://www.microsoft.com/learning/en-us/mcsa-windows-server-certification.aspx)

Articulation Agreements Carteret Community College/High School

Articulation agreements between Carteret Community College and the secondary school systems within the Carteret Community College service region provide a seamless academic pathway from high school into community college programs. When a student takes an articulated course, he/she is taking a high school course that results in the same learning outcomes as a similar Carteret Community College course. The high school and community college faculty have examined the course competencies and agreed upon their equivalency.

Carteret Community College has current articulation agreements with the following secondary school systems:

Carteret County School System

Process to Document Credit:

The “Articulated Credit Agreement” form (Attachment 2) is completed by the high school Career and Technical Education office and mailed to the student by the school system with a cover letter stating the courses that are being articulated and instructions on taking the form to the college’s Registrar’s Office. The student must then submit the form to the college Registrar’s Office. To have the course credits granted by CCC, students

must also take the College Placement Test (CPT) in Reading, Writing and Math and obtain scores which place the student into college level work. Without acceptable CPT scores, the articulated credit is not awarded. Students who have an ACT composite score of 21 or SAT scores of 480 Verbal and 500 Math are exempt from taking the CPT test and the credit is awarded.

The official high school transcript and all official standardized CTE post-assessments are required to verify that the criteria to award credit for articulated course are met. Where indicated, students must submit supporting documentation to the community college.

To receive articulated credit, community college officials are responsible for verifying eligibility and acceptance of articulated courses on the high school transcript.

Criteria to Award College Credit

The following criteria are used to award college credit for identified high school courses:

1. Final grade of B or higher in the course, and;
2. A score of 93, or higher, on the standardized CTE post-assessment.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
2	Agricultural Education	6832	Agricultural Mechanics II	WLD-112 OR AGR-111	Basic Welding Processes OR Basic Farm Maintenance
4	Agricultural Education	6822	Animal Science II	ANS-110	Animal Science
9	Agricultural Education	6841	Horticulture I	HOR-150	Intro to Horticulture
11	Agricultural Education	6882	Horticulture II - Landscaping	HOR-114 OR LSG-111	Landscaping Construction, OR Basic Landscaping Technique

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
13	Business and Information Technology Education	6311	Accounting I	ACC-115 OR ACC-118	College Accounting, OR Accounting Fundamentals I
14	Business and Information Technology Education	6312	Accounting II	ACC-115 OR ACC-118 OR ACC-119	College Accounting, OR Accounting Fundamentals I, OR Accounting Fundamentals II
22	Business and Information Technology Education	6417	Microsoft Word, Power Point, Publisher	CIS-111 OR CIS-124 OR OST-136	Basic PC Literacy, OR DTP Graphics Software, OR Word Processing
23	Business and Information Technology Education	6412	Multimedia and Webpage Design	WEB-110 OR WEB-120	Internet/Web Fundamentals, OR Intro Internet Multimedia
24	Business and Information Technology Education	6341	Network Administration I	NET-110 OR NOS-110	Data Comm/Networking, OR Operating Sys. Concepts
25	Business and Information Technology Education	6347X	Network Administration II	NET-110 AND NOS-230	Data Comm/Networking, AND Windows Admin I
29	Business and Information Technology Education	7086	Personal Finance	BUS-125	Personal Finance
33	Family and Consumer Science Education	7111 AND 7112	Early Childhood Education I AND	EDU-119	Intro to Early Childhood Educ

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
			Early Childhood II		
34	Family and Consumer Science Education	7045 AND 7046	Foods I AND Foods II Enterprise	CUL-112	Nutrition for Food Service
35	Family and Consumer Science Education	7046	Foods II Enterprise*	CUL-110 AND CUL-110A	Sanitation & Safety, AND Sanitation & Safety Lab
36	Family and Consumer Science Education	7075	Foods II Technology	CUL-150 AND CUL-150A	Food Science, AND Food Science Lab
40	Health Occupations Education	7240	Health Science I	BIO-161	Intro to Human Biology
41	Health Occupations Education	7240	Health Science I	MED-121 AND MED-122	Medical Terminology I, AND Medical Terminology II
42	Health Occupations Education	7242	Health Science II	HSC-110 AND (HSC-120 OR MED-180)	Orientation to Health Careers, AND CPR, OR CPR Certification
43	Health Occupations Education	NA7280	Nursing Fundamentals	NAS-101	Nursing Assistant I
44	Health Occupations Education	7232	Pharmacy Technician	PHM-110	Introduction to Pharmacy
45	Marketing Education	6621	Entrepreneurship I	ETR-210	Intro to Entrepreneurship

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
47	Marketing Education	6621	Marketing	ETR-230 OR MKT-110 OR MKT-120	Entrepreneur Marketing, OR Principles of Fashion, OR Principles of Marketing
50	Trade and Industrial Education	7936	Advanced Digital Media	DME-115 OR DME-120	Graphic Design Tools, OR Intro to Multimedia Appl.
51	Trade and Industrial Education	XX21 AND XX22	Auto Brakes I AND Auto Brakes II	AUT-151	Brake Systems
52	Trade and Industrial Education	7511	Auto Service	AUT-110	Intro to Auto Technology
53	Trade and Industrial Education	XX23 AND XX24	Automotive Electrical I AND Automotive Electrical II	AUT-161	Basic Auto Electricity
54	Trade and Industrial Education	7512 AND 7513	Automotive Service II AND Automotive Service III	AUT-151 AND AUT-161	Brake Systems, AND Basic Auto Electricity
55	Trade and Industrial Education	7621 AND XX26	Cabinetmaking I AND Cabinetmaking II	CAB-111	Cabinetmaking I
56	Trade and Industrial Education	XX28	Carpentry II	CST-111	Construction I
57	Trade and Industrial Education	XX29	Carpentry III	CST-112	Construction II

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
58	Trade and Industrial Education	XX30	Carpentry IV	CST-113	Construction III
59	Trade and Industrial Education	7991	Computer Engineering Technology I	CTS-120	Hardware/Software Support
60	Trade and Industrial Education	7992	Computer Engineering Technology II	CTS-220	Adv Hard/Software Support
61	Trade and Industrial Education	7721	Construction Tech I	CAR-110 OR WOL-110 OR CST-110	Intro to Carpentry, OR Basic Construction Skills, OR Intro to Construction
62	Trade and Industrial Education	7935	Digital Media	DME-110	Intro to Digital Media
63	Trade and Industrial Education	7921	Drafting I	DFT-111 AND DFT-111A	Technical Drafting I, AND Technical Drafting I Lab
64	Trade and Industrial Education	7921 AND 7962	Drafting I AND Drafting II - Architectural	DFT-115 OR DFT-119 OR ARC-114	Architectural Drafting, OR Basic CAD, OR Architectural CAD
65	Trade and Industrial Education	7921 AND 7972	Drafting I AND Drafting II - Engineering	DFT-151	CAD I
66	Trade and Industrial Education	7973	Drafting III - Engineering	DFT-112 AND DFT-112A	Technical Drafting II, AND Technical Drafting II Lab

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
67	Trade and Industrial Education	7741 AND XX32	Electrical Trades I AND Electrical Trades II	ELC-113	Basic Wiring I
68	Trade and Industrial Education	7631 AND XX34	Electronics I AND Electronics II	ELC-112 AND ELC-126 OR EGR-131	DC/AC Electricity, AND Electrical Computations, OR Intro to Electronics Tech
69	Trade and Industrial Education	XX41	Masonry II	MAS-110	Masonry I
70	Trade and Industrial Education	XX42	Masonry III	MAS-110	Masonry I
71	Trade and Industrial Education	XX43	Masonry IV	MAS-110	Masonry I
72	Trade and Industrial Education	7641 AND 7642	Metals Manufacturing Technology I AND Metals Manufacturing Technology II	BPR-111 AND MAC-111 AND MAC-151	Blueprint Reading, AND Machining Technology I, AND Machining Calculations
73	Trade and Industrial Education	7980	Network Engineering Technology I	NET-125 OR NET-110	Networking Basics, OR Networking Concepts
74	Trade and Industrial Education	7981	Network Engineering Technology II	NET-125 OR NET-126	Networking Basics, OR Routing Basics
76	Trade and Industrial Education	7661	Welding Technology I	WLD-110	Cutting Processes

	Program Area	High School Course Number	High School Course Title	College Course Number	College Course Title
77	Trade and Industrial Education	XX46	Welding Technology II	WLD-121	GMAW (MIG) FCAW/Plate
78	Trade and Industrial Education	XX47	Welding Technology III	WLD-122	GMAW (MIG) Plate/Pipe

Internal Articulated Crosswalks Curriculum/Corporate and Community Education

Health Science: Therapeutic and Diagnostic Services – Nurse Aide Articulated Crosswalk

Carteret Community College awards credit-by-articulation for competencies gained through successful completion of the following courses:

Continuing Education Course Name	Con. Ed Course #	Curriculum Equivalent Course Name	Curriculum Course #
Nurse Aide I	NUR-3240	Nurse Aide I	NUR-101
Nurse Aide II	NUR-3241	Nurse Aide II	NUR-102

I. NAS-101 Nurse Aide I

To receive advanced standing credit for NAS-101, the student must provide the following documentation.

- Have completed a North Carolina state-approved Nurse Aide I (NA-I) training program with a minimum of 48 hours of patient care in a clinical setting under the supervision of a RN instructor.
 - NCCCS Continuing Education Course: NUR-3240
 - If the course was not completed at Carteret Community College, provide documentation that the course included a minimum of 48

hours of patient care in a clinical setting under the supervision of a RN Instructor.

OR

- Have current listing on the North Carolina Nurse Aide I Registry with “no substantiated findings.”
 - Print out a detailed report at [NC Department of Health & Human Services](#) of the registry listing verification indicating “no substantiated finding.”
- Provide a letter from a registered nurse on employer letterhead documenting 48 hours of employment as a CNA-I providing direct patient care under the supervision of the RN.

II. NAS-102 Nurse Aide II

To receive advanced standing credit for NAS-102, the student must provide the following documentation.

- Have completed a North Carolina state-approved Nurse Aide II (NA-II) training program with a minimum of 76 hours of patient care in a clinical setting under the supervision of a RN instructor.
 - NCCCS Continuing Education Course: NUR-3241
 - If the course was not completed at Carteret Community College, provide documentation that the program included a minimum of 76 hours of patient care in a clinical setting under the supervision of a RN instructor.

OR

- Have current listing on the North Carolina Nurse Aide II Registry with no substantiated findings.
 - Print out a detailed report [NC Board of Nursing](#) of your registry listing verification indicating “no substantiated findings.”
- Provide a letter from a registered nurse on employer letterhead documenting 76 hours of employment as a CNA-II providing direct patient care under the supervision of the RN.

III. In addition, Carteret Community College will award credit for successful completion American Heart Association BLS for Healthcare Provider (CPR), which is part of the Nurse Aide I course.

Continuing Education Course Name	Con. Ed Course #	Curriculum Equivalent Course Name	Curriculum Course #
Nurse Aide I	NUR-3240 Plus BLS documentation *(see below)	CPR	HSC-120

Note: To receive advanced standing credit for HSC-120 CPR, the student must provide the following documentation:

- American Heart Association BLS for Healthcare Provider
 - Provide a front and back copy of a current completion card

Emergency Medical Science Certifications

Certification	CCE Course(s)	Credit Awarded
EMT Basic NC OEMS Certification	EMS 3044	EMS 110 EMT – Basic
EMT Intermediate NC OEMS Certification	EMS 3045	EMS 122 EMS Clinical Practicum I EMS 130 Pharmacology for EMS I EMS 131 Adv. Airway Management
EMT Paramedic NC OEMS Certification (Initial Course) International Trauma Life Support (current certification) Advanced Cardiac Life Support (current certification) Pediatric Advanced Life Support (current certification)	EMS 3031 EMS 3041	EMS 220 EMS Cardiology II EMS 221 CMS Clinical Practicum II EMS 231 EMS Clinical Practicum III EMS 240 Special Needs EMS 241 EMS Clinical Practicum IV EMS 250 Adv. Medical Emergencies EMS 260 Adv. Trauma Emergencies EMS 270 Life Span Emergencies

An applicant must have documentation of successful completion of all courses listed in each Corporate and Community Education Field in order to be allowed curriculum credit in the associated curriculum field.

American Heart Association (AHA) certifications in ACLS and PALS may be accepted for Corporate and Community Education courses with approval from the Program Chairperson.

All certifications must be current.

Curriculum/Curriculum Crosswalks and Prior CCC Curriculum Course Work

Basic Law Enforcement Training Articulated Crosswalk

Carteret Community College awards credit-by-articulation for competencies gained through successful completion of the North Carolina Basic Law Enforcement Training Academy (BLET) as evidenced by successful passing of the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission Comprehensive Certification examination. Students successfully completing a BLET course accredited by the aforementioned agencies will receive college credit towards the Associate in Applied Science degree, diploma or certificate in Criminal Justice Technology. Eligible students must have completed BLET since 1985. These credits may only be used towards the aforementioned degree while attending Carteret Community College. Each institution in the North Carolina system that evaluates transcripts reserves the right to accept or refuse credit for these courses.

Course	Course Title	Credit
CJC 120	Interviews/Interrogations	2
CJC 131	Criminal Law	3
CJC 132	Court Procedure and Evidence	3
CJC 221	Investigative Principles	4
CJC 225	Crisis Intervention	3
CJC 231	Constitutional law	3

Students must submit official documentation from the appropriate Academy in order to request award of credit.

Prior Course Work

Quarter Hour Courses:

Quarter hour courses must equate to the semester hour equivalent of the current required course (either by a combination of courses or as stand-alone by using the 3:2 ratio). A Program Chairperson will advise the Registrar how a combination of quarter hour courses count for a semester hour course of a different course title.

Quarter hour courses sharing the same course title as a semester hour course, must also meet the semester hour standard established for the current curriculum (i.e. ENG 101 was a vocational level composition course in the quarter hour system, not college transferable).

The College reserves the right to disallow credit if the course is deemed to be obsolete or outdated.

Process for Applying for Advanced Standing Credit

In order to apply for Advanced Standing credit, the student must be currently enrolled in a credit program at the college and credits must be applied toward a specific program. Provided all criteria governing Advanced Standing Credit is met, the following procedures are to be followed:

- Advanced Placement® Examinations (AP):
Submit an official score report from the College Board (CEEB) to the Registrar's Office. Please see [College Board Advanced Placement](#) for information about how to request an official score report.
- International Baccalaureate Diploma Program Examinations (IB):
Submit an official score report from the have the IB Organization to the Registrar's Office.
- College-Level Examination Program (CLEP®):
Submit an official score report from the College Board (CEEB) to the Registrar's Office. Please see [College Board CLEP](#) ® for information about how to request an official score report.
- Credit-By-Examination (Proficiency Exams):
An interested student should discuss the course content with the program chairperson and department chair to determine the likelihood of passing the test. Student then submits the "Request for Proficiency Exam" form (see attachment 1) along with appropriate documentation substantiating eligibility to the program chairperson. Student completes the test in the Academic Support Center. The test score and all supporting documentation are submitted to the Registrar's Office.

- Articulation Agreements – High School Tech Prep:
Student must achieve a raw score of 93, or higher, on the standardized CTE post-assessment as well as receive a final grade of B or higher in the course. The student must submit the official high school transcript to the college Registrar's Office.
- Articulation Agreements – Internal:
Student submits official transcript to the Registrar's Office from the Corporate and Community Education division. For internal curriculum credit, the student needs to request credit to be awarded by the Registrar.

Example Only



CARTERET COMMUNITY COLLEGE

CREDIT BY EXAMINATION REQUEST FORM

Student Name _____ Student ID Number _____

Address _____

Course/Number/Title _____

Explain qualifications and **attach evidence** for credit by examination request:

Student Signature

Date

I have interviewed the above named student and determined that:

Student exhibits evidence of proficiency to the extent that his/her chances of successful completion of an exam are good and that testing should proceed. Testing date is scheduled for _____ (date).

Student does not exhibit evidence of proficiency to the extent that his/her chances of successful completion of an exam are not good, and a test should not be given. The student has been advised of my determination.

_____ was tested on _____ in
(Student Name) (Date)

_____ (Course Number) _____ (Course Title)

RESULT: Passed Failed (student has been advised)

Faculty Signature

Date

REGISTRAR'S OFFICE USE ONLY:
Credit Awarded by _____ Date _____