Guidelines to Award Undergraduate Credit for Demonstrated Proficiency in College-Level Linked Courses taken through the Continuing and Professional Development (CPD) Department at SJCD

Please read and insure that all steps are complete before submitting the request.

1. The student requesting credit by linked-course articulated CPD course-work must have enrolled in a linked CPD/Credit course and made a grade of A, B, C, or D.

2. All requests for this credit must begin with an official CPD transcript showing the course(s) to be articulated and the grade of A, B, C, or D. A maximum of three CPD linked courses may be articulated for undergraduate credit and applied toward a degree or certificate.

3. Once credit has been approved for a non-credit/linked course in a program, no further non-credit courses in that program can be taken and transferred to the credit program.

4. The student’s request for this credit must be submitted to the chair of the department in which the course is offered. The request must be made within one year of the completion of the CPD course. The credit will not be posted until the student has been fully admitted into a credit program, registered, paid, and remained enrolled long enough so that credit grades will be posted for the term.

5. Students should be aware that not all institutions will accept this credit and just because it is accepted at SJCD, does not mean it will be accepted or applied toward a degree or certificate at other institutions.

6. If the department chairman recommends that the CPD credit be transitioned to college credit, the department chairman will complete the Continuing and Professional Development Linked Course Articulated Credit Request form and submit it for approval to the credit dean of the course area (academic or technical), the dean of Continuing and Professional Development, and the Vice President of Instruction.

7. Before the articulated credit will be posted, the applicant must be fully admitted to the College as an undergraduate student and must meet all requirements including admission, skill levels, English Language Proficiency, testing, and Texas Success Initiative (TSI) requirements associated with the equivalent credit course. The credit will not be posted to the student’s undergraduate transcript until the student has earned at least three semester credit hours at San Jacinto College.

8. Only courses that apply to the student’s major will be considered for this credit.

9. If the request is approved, the vice president of instruction will authorize the posting of the undergraduate credit equivalent of the CPD course by the Enrollment Services Office to the student’s undergraduate transcript.

10. This credit will be posted with the grade of XA, XB, XC, or XD and will have the identifier as “CPD Transitional Credit”. The hours will count in the earned hours but will not calculate in the GPA hours. The credit hours will count in hours used for financial aid decisions.
Continuing and Professional Development (CPD)
Linked Course Transitional Credit Request

Student’s name: __________________________ Date: __________________________

Address: ________________________________ Generated ID #: __________________

______________________________________ Telephone #: _______________________

Is student currently enrolled as an undergraduate student at SJC? Yes_______ No_______

Was student enrolled at SJC as an undergraduate student prior to completing the Linked Course? Yes*_______ No_______
*If yes, student is not eligible to receive articulated credit.

Does the student meet all skill levels and course pre-requisite requirements for the course? Yes ____ No ______

Course(s) for which the student is requesting CPD articulated credit:

<table>
<thead>
<tr>
<th>CPD Term</th>
<th>CPD CRN</th>
<th>CPD Course Number</th>
<th>CPD Course Title</th>
<th>CPD Grade</th>
</tr>
</thead>
</table>

To be posted to undergraduate transcript as:

<table>
<thead>
<tr>
<th>Credit Term</th>
<th>Credit CRN</th>
<th>Credit Course Number</th>
<th>Credit Course Title</th>
<th>Credit Grade</th>
</tr>
</thead>
</table>

For Office Use Only by Enrollment Services Office:

Signature: __________________________ Date Posted: __________________________