How to have non-credit coursework evaluated for credit equivalency –

A guide for those wanting non credit courses or programs reviewed for credit equivalency

When a non-credit course or certificate program is to be reviewed for the potential of Bucks County Community College (BCCC) equivalency credit, the following process should take place:

1. Requests for course or certificate program review should be submitted to the Coordinator, Experiential Learning (Tel: 215-968-8161. Fax: 215-968-8033) including supporting materials consisting of:
   - BCCC Credit Equivalency Request Form.
   - The syllabus (or syllabi) of the course(s) or program including the learning outcomes or goals.
   - A list of the references, resources and learning materials used by students.

2. Once the request is received, the Coordinator, Experiential Learning will review the supporting documents to ensure that the non-credit courses or programs are consistent with the syllabus(i) of the credit course(s) in question. If so, the Coordinator will forward the request to the appropriate Assistant Academic Dean (AAD) for review.

3. The AAD will return the packet of materials with either an approval signature, a request for further supporting evidence, or a denial.

4. If a course or certificate program is approved for credit equivalency the credit equivalency is documented as follows:

   A. In the case of one or two stand alone courses, the BCCC Credit Equivalency Request Form with approval signatures serves as the documentation of credit equivalency. This information is posted to the website by the Coordinator in order to inform our community of the equivalency and filed with our office of Records as well as with the Office of Academic and Curricular Services.

   B. Similarly, in the case of a program of study, the BCCC Credit Equivalency Request Form with approval signatures serves as the documentation of credit equivalency. However, an articulation agreement must also be drafted to outline the course to course equivalencies between the non credit and credit courses. This articulation agreement is posted to the website by the Coordinator in order to inform our community of the equivalency.

5. This articulation agreement is between the appropriate non-credit instructor/ agency/ party and the appropriate BCCC academic department. The articulation agreement is drafted by the Coordinator, and must be signed and approved by the heads of each program of study including the BCCC Provost & Dean of Academic Affairs.

The Coordinator, Experiential Learning is responsible for collecting all appropriate signatures and filing the official articulation agreement (with copy of approved BCCC Credit Equivalency Request Form) with the BCCC Records Office. Additional copies will be distributed to all parties involved.