

A. Procedure

1. Student must complete the Articulation Credit Form.
2. Student must seek approval of Articulation Credit from the following:
 - a. Division Dean/VP (curriculum)
 - b. Vice President for Industrial & Workforce Development (continuing education)
 - c. Senior Vice President for Instruction
3. Student must request Articulation Credit by submitting the Articulation Credit Form to the Wilkes Community College Registrar's Office.
4. Student must satisfactorily complete the Non-Credit course requirements as noted in the Course Syllabus.
5. Approved articulated credit will be posted to the student's academic transcript by the Registrar's Office. A copy of the Articulation Credit Form will also be placed in the student's file.

B. Policy

Wilkes Community College awards academic credit for work on a non-credit basis only when there is documentation that the non-credit course work is equivalent to a designated credit experience. (Non-credit to credit)

The procedure to award credit is done by using the Request for Credit by Exam. Students must demonstrate knowledge of at least 80% of course content with documentation provided by the curriculum instructor and approved by the Division Dean.

The non-credit course must consist of learning outcomes with an assessment at the conclusion of the course. Students must pass the assessment with an 80% or better and must also attend 80% of the course to successfully complete.

Below information must be completed and turned in to the Student Services department at Wilkes Community College.

Student Name

Student ID

Curriculum Program of Study

Continuing Education			Curriculum		
Course #	Course Title	Credit	Course#	Course Title	Credit

Please obtain these signatures in order to be approved for credit.

Student Signature

Date

Division Dean/VP (Curriculum)

Date

VP for Industrial & Workforce Development

Date

Senior VP of Instruction

Date

Non-Credit to Credit: Articulation Agreement

Business & Public Service Technologies Division

Continuing Education Course/Program	Continuing Education Course Hours	BPST Course Number & Course Title	BPST Curriculum Program of Study	BPST Curriculum Credit Hours Awarded
CAS 3000 CCNA Academy (Network Basics, Routing Protocols, Switched Networks, WAN Protocols)	320	CTI-120 Networking Basics NET-125 Routing Protocols NET-126 Switched Networks NET-225 WAN Protocols	Networking Technology (A, D, C) Computer Information Systems Technology (A, C)	CTI-120 – 3 SHC NET-125 – 3 SHC NET-126 – 3 SHC NET-225 – 3 SHC A = up to 17 SHC D = up to 9 SHC C = up to 3 SHC
CAS 3000 CCNA Security Academy	140	ITN-150 Internet Protocols	Networking Technology (C)	ITN-160 – 3 SHC A = up to 3 SHC C = up to 3 SHC

A = Associates Degree ... D = Diploma ... C = Certificate

Industrial & Workforce Development Division

Continuing Education Course/Program	Continuing Education Course Hours	IWD Course Number & Course Title	IWD Curriculum Program of Study	IWD Curriculum Credit Hours Awarded
WLD 3106 Welding	680	WLD 115 – SMAW (Stick) Plate WLD 121 – GMAW (MIG) FCAW/Plate	Welding Technology (D)	WLD 115 – 5 SHC WLD 121 – 4 SHC D = up to 10 SHC
AUT 3137 Automotive Mechanics	396	TRN 110 – Intro to Transportation Technology TRN 120 – Basic Transportation Electricity AUT 141 & 141A – Suspension and Steering Systems with Lab AUT 151 & 151A – Brake Systems with Lab	Automotive Systems Technology (A, D, C) Diesel & Heavy Equipment Technology (A, D, C)	TRN 110 – 2 SHC TRN 120 – 5 SHC AUT 141 – 3 SHC AUT 141A – 1 SHC AUT 151 – 3 SHC AUT 151A – 1 SHC A = up to 18 SHC D = up to 10 SHC C = up to 3 SHC
AUT 3109 Auto Body Repair	528	AUB 111 – Painting & Refinishing I AUB 121 – Non-Structural Damage I AUB 131 –Structural Damage I	Collision Repair & Refinishing Technology (A, D, C)	AUB 111 – 4 SHC AUB 121 – 3 SHC AUB 131 – 4 SHC A = up to 18 SHC D = up to 11 SHC C = up to 3 SHC

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