



Memorandum

TO: Dr. Colleen Smith

FROM: Dr. Alicia Huppe, Dean of Enrollment and Student Success
Mr. Todd Fields, Director of Admissions/Registrar
(upon recommendation of Dr. Brenda Kihl)

SUBJECT: CE to Credit course conversion fee

Date: April 29, 2014

Fee Requested: Conversion Fee, CE Course to Transcribed Undergraduate Credit

Date Instituted: Upon Board Approval

Fee Amount: \$30

Justification: Guideline for Fee Assessment: Under Non-Traditional College Credit in the catalog:

“Students who have taken Cisco Networking (CCNA only) or real estate licensure courses through Collin Continuing Education may be eligible to receive college credit for those courses. The requirements to receive college credit are:

1. The CE courses were completed within the past 12 months.
2. Successful completion of the same end-of-course final assessment as the credit students.
3. The course was not repeated more than once. A non-refundable fee will be assessed for each course that is transcribed.

(Collin College 2014-15 catalog, page AC-18)

At the time this information was added to the catalog, no fee amount had been approved by the Board of Trustees. Dr. Brenda Kihl made the recommendation that a fee be assessed for this process. We are proposing a \$30 fee which is consistent with the Credit by Exam fee.

Fee authorization source:

Education Code, Chapter 130.084(b): The governing board of a junior college district may set and collect with respect to a public junior college in the district any amount of tuition, rentals, rates, charges, or fees the board considers necessary for the efficient operation of the college, except that a tuition rate set under this subsection must satisfy the requirements of Section 54.051(n). The governing board may set a different tuition rate for each program, course, or course level offered by the college, including a program, course, or course level to which a provision of Section 54.051 applies, as the governing board considers appropriate to reflect course costs or to promote efficiency or another rational purpose.

Collin County Community College District

Collin Higher Education Center

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CCCCD does not discriminate on the basis of race, color, religion, sex, gender, national origin, disability or veteran status.

Credit for Prior Learning through

Continuing Education

Students who have taken Cisco Networking (CCNA- only) or real estate licensure courses through Collin Continuing Education may be eligible to receive college credit for those courses. The requirements to receive college credit are:

1. The CE courses were completed within the past 12 months.
2. Successful completion of the same end-of-course final assessment as the credit students.
3. The course was not repeated more than once. A non-refundable fee will be assessed for each course that is transcribed.

A maximum of 50 percent of the courses required for the industry certification/license and taken as CE courses can be applied toward a credit certificate or degree. Non-traditional credit will be added to the transcript only after 6 hours of traditional, non- transfer credit is achieved at Collin College. No more than 18 hours of non-traditional credit may be counted toward a degree.

For additional information regarding Cisco certification or real estate licensure, contact the Director of Engineering and Technology or the Chair of Real Estate as appropriate.