



INDUSTRY-BASED CERTIFICATION CREDIT

In accordance with the College's [Credit for Prior Learning \(Non-Traditional Credit\)](#) policy, the College may award college credit for knowledge gained through industry-based certifications.

Any Delgado student who believes he/she is qualified for college credit due to completion of industry-based certifications should contact the Division Dean of the student's major. These credits are typically referred to as credits for prior learning (non-traditional credits) and specific procedures relevant to awarding credit for an industry-based certification are required:

General Guidelines for Industry-Based Certification College Credit

1. The general policies, procedures and timelines as published in the College's [Credit for Prior Learning \(Non-Traditional Credit\)](#) policy are applicable concerning prior learning (non-traditional) college credit for industry-based certifications.
2. A student who intends to use credit received from industry-based certification to meet degree requirements of another institution should check the requirements of the receiving institution.

Industry-Based Certification Credit Procedures

STEP 1. On the [Application for Industry –Based Certification Credit Form, Form 1435/003](#), the student requests the Dean of the academic division where the course is housed to evaluate his/her industry-based certification(s) for potential college credit. Current enrollment in a degree-seeking program beyond the official 14th day is verified by the Dean. The non-traditional credit granting process must be requested and completed by the midterm of the semester in which it has been requested.

STEP 2. The Division Dean reviews the request to determine if the specific industry-based certification is included on the College's *Industry-Based Certification Crosswalk*.

- If the specific certification is listed on the Crosswalk, the Division Dean documents the appropriate college credit to be awarded and forwards the approved application to the Registrar's Office for posting of the credit to the student's transcript, with a copy to the student.

- If the specific certification is not listed on the current Crosswalk, the Division Dean:
 - (1) documents on the application that the certification is not listed on the College's Crosswalk and if the certification appears to be within an acceptable time range to ensure current training relevance, recommends that the student should immediately initiate the [Life Experience Assessment Program \(LEAP\)](#) review process to determine if the industry-based certification qualifies for course credit;
 - (2) immediately notifies the student that the application was denied, and if applicable, recommends that he/she should initiate the [LEAP](#) review process to determine if the industry-based certification qualifies for college credit (notification includes a copy of the denied application, and [LEAP procedures and required forms](#), if applicable); and
 - (3) sends original denied industry-based application to the Registrar's Office to be placed in the student's file, and maintains a copy of the application in the division office.

Policy Reference:

Academic Procedures, [Credit for Prior Learning \(Non-Traditional Credit\)](#)

Approved Updates:

Prior Learning Assessment Ad Hoc Committee 6/4/14

Academic Affairs Council 7/9/14