

**NORTHWEST VISTA COLLEGE
PROCEDURE**

Procedure Number: SS 4.2
Procedure Title: Exemptions to SDEV/EDUC 1300

I. Purpose

The purpose of this procedure is to define circumstances for exemptions and waivers to the requirement for FTIC and transfer students.

Catalog requirement: All FTIC and transfer students with less than 15 college credit hours are required to take either SDEV 0270 or EDUC 1300 their first semester at NVC. Dual credit hours are excluded in the earned hours count.

II. Procedure Statement

A. OPR: The Director of Student Success has the sole approval authority to exempt or waive a student from this institutional requirement.

B. Circumstances and considerations:

1. Transfer student with more than 15 earned hours. There are several ways to determine if a student is not subject to the requirement that include: Transfer hours posted in banner; official transcript scanned but not evaluated; unofficial transcript provided by the student. If the student shows proof of more than 15 hours, the hold will be expired.
2. Successful completion of EDUC 1300 or a like course at another institution. If the student has passed EDUC 1300 with a C or better, he or she has satisfied NVC requirements. Courses that are similar in nature to NVC SDEV 0270 or EDUC 1300 will be evaluated by the Director, Student Success. If the course is questionable, the student will provide a course description from the transfer institution and the Director, Student success will make the decision.
3. Military Service Record. For Veterans with earned hours but less than 15, the Director, Student Success will evaluate their military service record for college level coursework.
4. Exemptions from Policy. Students requesting an exemption for any other reason will submit an essay to the Director of Student Success. The essay will include their rationale and argument for exemption as well as how they have met the objectives of the course.

Contact for Interpretation: Director, SDEV & EDUC

Relevant Board Policy: N/A

Relevant SACSCOC Principle:

Last Updated: ___September 22, 2016___

Approved: _____
Vice President for Student Success