Credit for Prior Learning Procedure

Riverland Procedure #3.35.1

PURPOSE:

These procedures define the requirements for implementation of Riverland Community College's Credit for Prior Learning (CPL) Policy to enable students to enrich or accelerate their programs of study by eliminating duplication of their educational efforts through the awarding of credit for prior learning.

Procedures:

Part 1. Credit for Prior Learning General Procedures

1. The student applies and is accepted to Riverland Community College.
2. The student declares a program of study.
3. The student reviews the CPL information found on the www.riverland.edu/academics/credit-for-prior-learning/ website to gain an overview of the process and to self-assess eligibility for CPL.
4. The student completes the Personal Prior Learning Survey on the Riverland CPL website https://riverlandcc.iad1.qualtrics.com/jfe/form/SV_aY8xOUEp5bKBOd0. The student's survey information is routed to the CPL Coordinator.
5. The CPL Coordinator reviews the Personal Prior Learning Survey to determine if the student has the appropriate experience to receive CPL credit and responds to the student's inquiry. This response includes confirmation of receipt of the Personal Prior Learning Survey, copies of the MCOs for courses for which CPL is requested, requests for additional information (as needed), and explanations of next steps in the process. The CPL Coordinator will work with the Faculty Support Team (Dean, Faculty, Staff) as needed.
6. Once sufficient information has been received from the student, the student and the CPL Coordinator discuss what potential options for CPL are available to the student and the feasibility of documenting skills and knowledge, based on course competencies and learning objectives. The CPL Coordinator will work with the Faculty Support Team (Dean, Faculty, Staff) as needed.
7. When credit can be attained through methods other than CPL, such as transfer of credits, the student will be referred directly to an Academic Advisor or Associate Registrar.
8. Once the student has decided to pursue CPL, the CPL Coordinator completes the RIV CPL eForm https://inoweform.campus.mnsu.edu/imagenowforms/fs?form=RIV%20CPL%20eForm, using the "Credit for Prior Learning eForm" job aid.
9. Perceptive Content sends an auto email to the student once submitted
10. The applicable Academic Dean and Dean's Administrative Assistant receives an auto email indicating there is a CPL eForm to review.
11. The Academic Dean/Dean's Administrative Assistant opens the CPL eForm in the RIV CPL Dean Faculty Assign workflow. The Academic Dean identifies and asks a credentialed faculty member to serve as the Faculty Assessor, following these guidelines, listed in order of priority.

- Unlimited Full-Time faculty in the subject area currently teaching the course, or who have regularly taught the course
- Temporary Full-Time or Temporary Part-Time faculty in the subject area currently teaching the course, or who have regularly taught the course
- If no Riverland UFT, TFT, or TPT faculty are willing or available, it falls to the dean's discretion to offer the PLA opportunity to:
    1. Qualified adjunct faculty in the subject area currently teaching the course, or who have regularly taught the course.
    2. Appropriately credentialed MinnState faculty who have taught an identical or very similar course.

12. The Academic Dean completes the "Dean Review" portion of the CPL eForm in Perceptive Content with faculty name, faculty email, and fee and routes forward.
13. The Faculty Assessor will confer with the student to determine appropriate assessment method(s), expectations, criteria, and timeframe.
14. Perceptive Content sends an auto email to the
    - the student identifying the faculty assigned and next steps
    - the faculty letting them know they have been assigned, and the Registrar/Associate Registrar indicating there is a CPL eForm to review.
15. Registrar/Associate Registrar builds the course and registers the student in the course, which will generate the fees. Registrar/Associate Registrar opens the CPL eForm in RIV CPL Registrar Build Course queue and completes the portion of the CPL eForm in Perceptive Content and routes forward
16. Perceptive Content sends an auto email to
    - Business Office (Nancy and Ciara) letting them know that a CPL course has been built and student needs to pay non-refundable fee based on the CPL assessment method.
    - The student letting them know they need to pay fees (bill or statement?)
    - The faculty letting them know the student is registered for course and waiting for student to pay.
17. Business Office Staff (Nancy) monitor the CPL eForms waiting in the RIV CPL Bus Office Paid queue.
18. The student pays a non-refundable fee based on the CPL assessment method.
19. After the fee has been paid, the Business Office staff confirms payment and completes the Business Office Review portion of the CPL eForm in Perceptive Content and routes forward.
20. Perceptive Content send an auto email to
    - Faculty with the link to the Student Learning Outcomes (SLO) form and note to schedule assessment with student
    - Student letting them know faculty will be scheduling the assessment with them
21. The Faculty Assessor completes and submits the Student Learning Outcomes (SLO) form included in the email referenced above, indicating student learning outcomes from course MCO to be assessed, the method of assessment, and the date of assessment agreed upon with student.
22. SLO form auto routes to initiate PLA form
23. Perceptive Content sends an auto email to faculty upon route out with link to PLA form
24. Students are encouraged to make a complete copy of assessment materials for their own use before submittal. Submitted assessment materials become the property of Riverland Community College.
25. The Faculty Assessor administers the PLA and determines whether a student's prior learning demonstrated the equivalency of the course based on meeting 75% of the learning outcomes. The Faculty Assessor will specifically state which outcomes are met and which outcomes are not met. If the student met a significant portion of learning outcomes, but less than 75%, the

Faculty Assessor may consider other CPL options or credit awards (for example: partial credit award and/or an independent study).

26. Faculty Assessor completes and submits the Faculty PLA eForm they received via email to include assessment results, course grade (not pass/no credit – must be a grade) or denial of the credit request with a sufficient explanation, additional documentation of evidence, and date assessment was administered
    - Auto route to Dean/Dean's Assistant
    - Auto email to Dean/Dean's Assistant with link
    - Auto email to students with grade, etc.
27. The Academic Dean updates the CPL Complete to Dean portion of the CPL eForm authorizing faculty payment.
28. The Dean confirms faculty payment is complete and completes CPL Complete to Dean portion of the CPL eForm in Perceptive Content and routes forward.
29. Associate Registrar/Registrar receives an auto email indicating there is a CPL eForm for review.
30. Associate Registrar transcribes credits according to Minnesota State System Policy and completes the Registration Review portion of the CPL eForm and routes forward.
31. The student and all staff involved are notified the CPL process for this course is complete and the results.
32. If the PLA outcome is a denial of credit, the student may attempt a second time, upon approval of the faculty. Students are limited to two attempts at CPL per course.
33. If a student disagrees with the PLA outcome, Riverland's standard academic grade appeal process should be followed. The student must submit an appeal within six months of notification of the PLA decision.
34. If, at any time, a mistake was made and the eform needs to be routed back, submit a help ticket so Krista can do this.
35. If, at any time, the student decides not to pursue CPL, notify the CPL Coordinator. The CPL Coordinator will open the eForm in Perceptive Content, select cancel and route forward to RIV CPL Cancel queue.
    - Auto email will be sent to the student letting them know the CPL application has been cancelled.
    - Auto email will be sent to faculty letting them know the CPL application has been cancelled.
    - Auto email will be sent to the Dean/Dean's Administrative Assistant.
        - Dean/Dean's Administrative Assistant will update FWM accordingly.
    - Auto email will be sent to the Registrar/Associate Registrar.
        - Registrar/Associate Registrar will open the eForm in Perceptive Content, drops the student from the course, backdates the drop to reverse charges, and routes forward to complete.

Part 2. Specific Procedures for Assessing Methods of Credit for Prior Learning

The assessment of Credit for Prior Learning (CPL) includes the use of a broad range of tools for demonstration of competence that includes but is not limited to: nationally recognized and locally developed examinations; individual assessments; portfolio review; non-college education and training and industry recognized credentials.

A. Externally Designed Prior Learning Assessments: Standardized Exams

Advanced Placement Exam (AP) is a program of the College Entrance Examination Board through which secondary students' complete college-level courses in high schools that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

- After a student has taken the exam and successfully passed it with a score of 3 or above, the student provides the college with an official report of AP examination score to be granted credit.
- After the credit(s) are transcribed, the CPL Coordinator will notify the student of the successful petition for Credit for Prior Learning.

- **International Baccalaureate (IB)**
  - Student shall submit an official IB diploma or a certificate recognizing specific higher level or subsidiary level test scores to the CPL Coordinator.
  - Riverland will grant credit for IB examinations according to the following:
    - IB diploma
      - Students who attain an IB diploma will be granted six (6) lower division course credits for scores of 4 or higher on each higher level IB examinations and two (2) lower division course credits for scores of 4 or higher on each standard level IB examination.
    - Individual IB examinations
      - Higher level examinations. A student will receive three (3) or more course credits for scores of 4 or higher on individual higher level IB examinations.
      - Standard level examinations. A student shall receive two (2) or more credits for scores of 4 or higher on individual standard level IB examinations.
      - IB testing information can be found at www.ibo.org**.**
  - Upon completion of Riverland's review of the student's IB diploma or certificate, credit will be awarded, as appropriate.
  - The student is then notified of the outcome.
- **College Level Examination Program (CLEP)**
  - The student should consult Transferology to find what CLEP exams are accepted for specific Riverland courses.
  - The student then register for the appropriate exam at https://clep.collegeboard.org.
  - After the student has taken the CLEP exam and earned a passing score, the student submits an official report of the examination to the CPL Coordinator.
  - A credit award will be made, as appropriate, according to Transferology guidelines.
  - Once the CPL Coordinator has finished the review of the student's CPL petition, the CPL Coordinator will notify the student regarding the awarding of credits.
- **Thomas Edison College Examination Program (TECEP)** exams are similar to final exams for college courses and are available to adults who have acquired college-level knowledge outside the classroom. Credit may be awarded in subject areas such as English composition, humanities, social sciences, natural sciences/mathematics, business and management, computer science technology, and applied science and technology.
  - Students who desire to complete TECEP Exams should visit TECEP at www.tesu.edu/degree-completion/Testing.cfm
  - Upon successfully passing an exam, the student should submit an official report to the CPL Coordinator.
  - Once an audit of the exam has been completed and a course equivalency determined, credit will be awarded and the student notified of the result.

- **Excelsior College Examinations (UExcel)**
  - UExcel Excelsior College Examination Program is a credit by examination program offered in a computer-based format. Credit may be awarded in subject areas such as business, education, humanities, natural sciences & mathematics, nursing, social sciences/history, technology, and business ethics.
  - Students who desire to complete UExcel Exams should visit: www.excelsior.edu/exams/
- **New York University Foreign Language Proficiency (NYUFLP)**
  - The NYU School of Professional Studies offers more than 50 different language- testing examinations to evaluate knowledge of a foreign language.
  - Students who desire to complete NYUFLP Exams should visit: http://www.scps.nyu.edu/academics/departments/foreign-languages/testing.html
- **National Occupational Competency Testing Institute (NOCTI)**
  - Riverland may grant credit to students who have met or exceeded national average scores on the NOCTI assessments for specific skill sets in specific program areas.
  - Students are responsible to provide documentation to support their request.
- **DANTES Subject Standardized Tests (DSST)**
  - DSST exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students, and military personnel. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities.
  - Students who desire to complete DSST Exams should visit www.getcollegecredit.com/
- **Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates**
  - Minnesota districts and charter schools may award Minnesota bilingual and multilingual seals and world language proficiency certificates to high school graduates who demonstrate the required levels of language proficiency in speaking, writing, reading and listening for languages other than English, including American Sign Language (ASL) and American Indian (indigenous) languages in grades 10, 11, 12 regardless of how the language was learned. Bilingual and multilingual seals are awarded upon graduation.
  - To receive college credit, a student should submit an official high school transcript with the bilingual seal or world language proficiency certificate listed on it. This may be submitted through the online Riverland CPL site or by sending directly to the Transfer Specialist.
  - The certificate alone will not be accepted, it must be listed on the official high school transcript.
  - Students must request college credit within three (3) academic years of graduation from high school and upon enrollment at Riverland Community College.
  - Riverland will grant credit for K-12 world language proficiency levels set by the American Council on the Teaching of Foreign Languages (ACTFL) guidelines and shown in the following table.

Certificates, Seals	ACTFL Proficiency Level	Credits
World language proficiency certificate	Intermediate-Low	2 semesters
Gold bilingual or multilingual seal	Intermediate-High	3 semesters per language

Platinum bilingual or multilingual seal	Advanced-Low	4 semesters per language

- Additional findings, determinations, and recommendations, as required by the legislation, can be found within the February 15, 2015, legislative report, "Review of World Language Competencies and Determination of Credit Equivalencies."

B. Internally Designed Prior Learning Assessments

- **Credit by Exam: Faculty-Designed (Challenge Exam or Test-Out)**
  - A challenge exam is an opportunity for a student to demonstrate college-level learning through course-specific institutional examination designed by college faculty who teach the course.
  - For this method of PLA, the Credit for Prior Learning General Procedures (Part 1) should be followed.
- **Portfolio Review**
  - A CPL Portfolio is a collection of information gathered by the student and presented in a systematic format that validates the prior learning.
  - If the student and Faculty Assessor agree to Portfolio Review as a means of PLA, the **Credit for Prior Learning General Procedures 1 through 8** should be followed.
  - The student then constructs an evidence file which demonstrates college-level learning for at least 75% of the student learning outcomes for the petitioned course. This evidence may include, but is not limited to:
    - Testimony regarding confidence
    - Current resume
    - Learning products/documentation (essays, work samples, learning logs)
    - Course competencies matrix
    - Performance or examinations, oral or written
    - Demonstrations or simulations
  - When ready for evaluation, the process continues following **Credit for Prior Learning General Procedures** above, resuming at **Step 9** in which the student pays the appropriate PLA fee.
  - The assessment of prior learning will be based on the documentation presented. After meeting with the assigned Faculty Assessor and agreeing to the portfolio assessment method, expectations, and timeline, the student will submit portfolio materials and any additional documentation requested by the assigned faculty evaluator. If the portfolio is returned for minor revisions, a date of return will be listed on the PLA Evaluator Response Form.
  - If a student is not awarded credit after a first review of the portfolio, he/she may submit the portfolio for a second review based on the feedback of the assessor. There will be a fee for the second review. A portfolio submitted for a second time will be reviewed by the initial faculty assessor. A portfolio will be reviewed a maximum of two times.
  - Students wishing to appeal the outcome of a portfolio review will follow the standard academic appeal process. The appropriate Academic Dean may initiate a review by a second party assessor if deemed appropriate.
- **Skills Assessment**
  - A skills demonstration or simulation is used to assess a wide range of practical- based learning outcomes including applied skills and knowledge, such as laboratory skills, interpersonal skills or oral language skills. Sufficient evidence must be made available from the skills demonstration for verification and authentication of learning.
    - As with other Internally Designed Prior Learning Assessments, the **Credit for**

Prior Learning General Procedures should be followed.

- Necessary materials will be made available to the student at the time of the skills assessment.

C. Evaluation of Non-College Education and Training

For all types of Non-College Education and Training, the **Credit for Prior Learning General Procedures** should be followed.

- **ACE Military – Training, Occupations and Other Military Credit -** Riverland utilizes the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Forces which recommends college credit for formal courses offered by all branches of the military and for military occupations. These recommendations appear on the service member's Joint Services Transcript (JST) for the Army/National Guard, Navy/Coast Guard, Marine Corps, and Air Force. Other Military Credit refers to Riverland's evaluation of military training or experience which has not been recommended by the American Council on Education.
  - Student obtains military transcript:
    - Air Force (CCAF) transcripts: www.au.af.mil/au/barnes/ccaf/transcripts.asp
    - Army, Navy, Marine Corps, Coast Guard - Joint Services Transcript (JST) go to jst.doded.mil/
  - If military transcripts are unavailable, student may submit DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to Military Occupational Specialty (MOS) and copies of non-commissioned officer enlisted evaluations.
  - Student submits military transcript(s) and, if needed, supplemental materials to Riverland's CPL portal or directly to the CPL Coordinator.
    - The ACE Guide to the Evaluation of Educational Experience in the Armed Services will be used as the evaluation tool. For further information see *A Transfer Guide: Understanding Your Military Transcript and ACE Credit Recommendations* at www.acenet.edu/news- room/Pages/Military-Guide-Online.aspx
    - A list of Riverland courses with military equivalents can be accessed on the Riverland CPL webpages under *Military Coursework and Skills Documentation*
  - Appropriate credit award is transcribed following the guidelines above.
  - Student is notified of credit award.
- **ACE CREDIT – Education, Workplace and Training -** The American Council on Education (ACE) College Credit Recommendation Service helps adults gain access to academic credit for formal courses and examinations taken outside traditional academic programs.
  - In order to seek credit for ACE recommended education, workplace, and training, the student should do the following:
    - Request an ACE transcript at www2.acenet.edu/credit/?fuseaction=transcripts.main##
    - Have an official ACE transcript sent directly to Riverland Community College, Attn: CPL Coordinator; 1900 8th Avenue NW, Austin, MN 55912.
  - Appropriate credit award is determined following ACE guidelines, then transcribed.
  - Student is notified of credit award.
- **Industry Credential Review -** Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations. Students who have earned any certifications or industry-recognized credentials that align with Riverland's curriculum may be able to earn college credit.
  - A list of pre-approved industry credentials is found on Riverland's CPL webpages at

https://www.riverland.edu/academics/credit-for-prior-learning/industry- credential-review/.

- In order to seek credit for a technical or professional certification or industry credential, the student must provide official documentation of current certification or industry credential(s).
  - Certificates and industry credentials will be checked for validity through the issuing body.
  - The credential must be current as of the last day of the awarding semester.
  - The student may be asked to verify continuation of knowledge and skill through demonstration.

- **Technical or Professional Apprenticeship** is a review of apprenticeship programs. Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations.
  - Students who have completed or are currently enrolled in a Technical or Professional Apprenticeship Program that aligns with a Riverland program may be eligible to earn college credit.
  - To seek credit for a technical or professional apprenticeship, the student must provide official documentation. Documentation must include:
    - Occupation and the total hours completed for the apprenticeship
    - Processes learned in the apprenticeship and the hours spent at each process
    - Number of hours spent by the apprentice in related and supplemental instruction
    - Journeymen certificate if applicable
    - Employer contact information for validation
- **Technical or Professional Licensure** is a review of technical or professional licensure programs.
  - To seek credit for a technical or professional licensure, the student must provide official documentation of current, valid licensure.
    - Certificates and industry credentials will be checked for validity through the issuing body.
    - The credential must be current as of the last day of the awarding semester.
    - The student may be asked to verify continuation of knowledge and skill through demonstration.

- **Digital badges** are an online validation of proof of skills, achievement, outcome, competency or completion of a course that a student has earned. Badges enable academic institutions and professional associations to recognize professional and experimental learning achievement in a way that can be verified and shared online. A student that has earned a Badge(s) that aligns with Riverland's programs may be able to earn college credit.
  - The following conditions apply for the awarding of college credit for badges:
    - Badges must be valid, as authenticated by the CPL Coordinator or assigned Faculty Assessor.
    - Badges may need to be verified through demonstration of the knowledge and skill acquired.
  - To seek credit(s) for a Badge(s) the student must complete the following:
    - Provide evidence of each Badge.
    - Provide criteria for earning each badge from the issuing organization.
    - Provide contact information for the issuing organization.

D. Assessment of Other Learning

- **Minnesota Articulated College Credit (Tech Prep) -** Students who enrolled in articulated high school courses and successfully meet specific criteria for each course may request to have Minnesota High School Tech Prep College Credits entered on their Riverland college transcript. A full list of high schools and colleges participating in Minnesota Articulated College Credit can be found at www.ctecreditmn.com/schools.php

- Credits will be granted for competencies mastered within the preceding two years at grade levels of "B" or better on a grade scale of "A-F."
    - Credits will only be awarded if Riverland Community College appears on the face of the Minnesota Tech Prep College Credit Certificate with an articulated course equivalency.
- The student must be enrolled at Riverland and the course must be a requirement for the student's major.
- To seek credit for this type of learning, the student must do the following:
    - Student completes high school coursework and receives certificate of completion from high school.
    - Student presents certificate to the Registrar's office within two years of course completion.
    - Student is notified of award/denial of credit by Registrar's office.

Part 3: Related Procedures

- **Fee Schedule**
    - Riverland will charge a student fee for prior learning assessment according to the established fee schedule, found on the CPL webpages.
    - In accordance with Minnesota legislation and System Procedure 5.11.1 Tuition and Fees, Part 5, Subpart B., "A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military."
- **CPL Transcription**
    - Riverland shall record the credit earned through Credit for Prior Learning on the official student transcript in compliance with Minnesota State Board Policy 3.29 and Procedure 3.29.1, College and University Transcripts.
    - When equivalent credit is awarded through Credit for Prior Learning, the appropriate grade will be recorded for each CPL credit course per Riverland Credit for Prior Learning Policy and Grading Policy #2.22.
    - CPL credits that apply as residential credit will be recorded the same as any other Riverland resident credit.
- **Transparency**
    - Requests and inquiries should be directed to the Credit for Prior Learning Coordinator.
    - The Riverland CPL webpages will include links to the CPL application portal, minimum standardized test score information, procedural information, list methods eligible for CPL, fee information by CPL method, portfolio assembly help, and more.
    - Riverland shall provide timely and readily accessible information to prospective and admitted students regarding opportunities for CPL in official publications, such as the college catalog, the Riverland CPL webpages, through advisors, faculty, advising materials and at SCC events such as orientation.
- **Data Tracking and Reporting**
    - Riverland will track and report CPL credits awarded by category and method.
    - The benefits of CPL and its relationship to student persistence, degree completion, and time to degree will be evaluated.
- **Procedure Review**
    - This procedure will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:

3.35 Credit for Prior Learning Policy

3.48 Course Final Grade Appeal Policy

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