

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.12 Credit for Prior Learning (CPL)

Update Revision Responsibility: Vice President for Academic Affairs

Authority

Minnesota State Policy 3.35 Credit for Prior Learning
Minnesota State Procedures 3.35.1 Credit for Prior Learning – Internal Assessments
Minnesota State Procedures 3.35.2 Credit for Prior Learning – Internal Assessments
Minnesota State Procedures 3.35.3 Military Courses and Military Occupations

In addition to Minnesota State Board policies and procedures, SCTCC adheres to related Minnesota State statutes governing the awarding of credit for prior learning.

Minn. Stat. § 197.775 Higher Education Fairness requires the awarding of credit for veteran’s military training or service. Minn. Stat. § 120B.13 Advanced Placement and International Baccalaureate Programs requires Minnesota State to award credit for Advanced Placement (AP) and International Baccalaureate (IB). Minn. Stat. § 120B.131 College-Level Examination Program (CLEP) requires Minnesota State to award credit for College-Level Examination Program (CLEP) examinations. Minn. Stat. § 120B.022 Elective Standards requires Minnesota State colleges and universities to establish criteria for translating world language certificates and seals into academic credit.

Purpose

St. Cloud Technical & Community College (SCTCC) recognizes that some students will have had life, occupational or vocational experiences which have given them knowledge in subject field areas sufficient to warrant college credit. Credit for prior learning shall be granted according to the standards and equivalencies of the American Council on Education (ACE) or equivalent.

Core Criteria

The following govern credit for prior learning at SCTCC:

1. Credit for prior learning may only be awarded to students who are admitted and seeking a degree at SCTCC.
2. External assessments, military courses, and military occupations credits do not apply towards SCTCC’s graduation residency requirement.
3. Internal assessment credits apply towards SCTCC’s graduation residency requirement.
4. Students may not repeat examinations, enroll, or receive credit in a lower sequential course.
5. The grade of P shall be used for credits awarded via credit for prior learning where applicable.
6. Financial Aid will not be available for prior learning credits as defined below.

Opportunities for Students

SCTCC permits students to receive credit for prior learning by means of external or internal assessments. Credit awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program, and/or elective courses.

1. EXTERNAL ASSESSMENTS

- a. Advanced Placement (AP) – A student who has scored 3, 4, or 5 on an Advanced Placement Program examination will receive credit for an equivalent or elective SCTCC course or for MnTC Goal Areas.

- b. International Baccalaureate (IB) – Is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard exam level for credit at SCTCC. Accepted scores for credit follow Minnesota State procedure.
- c. College Level Examination Program (CLEP) – A student may take a college-level examination in a specific subject area and receive credit for the equivalent or elective courses or for MnTC Goal Areas. Accepted scores for credit follow Minnesota State procedure and are based on ACE recommendations.
- d. DANTES Subject Standardized Tests (DSST/DANTES) – A student may take a college-level examination in a specific subject area and receive credit for the equivalent or elective course or for MnTC Goal Areas. Accepted scores for credit follow Minnesota State guidelines and are based on ACE recommendations.
- e. World Language Seals and Certifications – Are assessments of foreign language proficiency levels and awards granted by high schools. A student may present their seal or certification on their official high school transcript for credit equivalencies for credit at SCTCC. Course equivalencies follow Minnesota State procedure and are based on the American Council on the Teaching of Foreign Languages.
- f. Industry Recognized Credentials, Licenses and Certifications, and Registered Apprenticeship Programs - Credit may be given for industry recognized credentials, licenses and certifications, and registered apprenticeship programs that demonstrate college-level learning.
- g. Customized Training – Credit requested for the successful completion of non-credit coursework through continuing education and/or customized training programs that demonstrate college-level learning.
- h. Other American Council on Education (ACE) Training– Credit may be given for ACE approved training based on ACE recommendations and faculty approval.

2. INTERNAL ASSESSMENTS

- a. Credit by Exam (Course Test Outs) - Students may request to challenge a course via a test out. Credit by exam is awarded through assessment based on an examination developed by college faculty for course-specific learning equivalency.
- b. Life/Work Experience Evaluation (Portfolio) – Students may request to use prior experiential learning to earn credits. The student assembles materials demonstrating evidence of learning outcomes into a portfolio. College faculty assess the portfolio materials as evidence of learning to determine course-specific learning equivalency. The learning may result from a variety of experiences: college classroom, work experience, internships, library, and life experience.

3. **MILITARY EXPERIENCE CREDIT** – Credit shall be granted for veterans’ military courses and occupations in compliance with Subd. 2 of Minnesota Statute 197.775 – “Higher Education Fairness” according to the standards and equivalencies of the American Council on Education. These credits awarded for prior learning may fulfill general, technical, MnTC, or elective courses.

TRANSFER OF CREDIT:

Credit awarded for prior learning by SCTCC shall be accepted in transfer by the receiving college or university in accordance with Minnesota State System Procedure 3.21.1 Undergraduate Course Credit Transfer.

LIMITATIONS OF INTERNAL ASSESSMENTS:

SCTCC does not offer internal credit for prior learning assessments via test out or portfolio review for every course in the college’s catalog. Offers are dependent on faculty availability and ability to perform internal assessments.

Students interested in seeking credit for prior learning at another Minnesota State institution to fulfill an SCTCC requirement may find opportunities on the Minnesota State Credit for Prior Learning website. Students shall consult with their advisor regarding the intake of credit for prior learning and applicability of transfer credits to their declared SCTCC program.

APPEALS:

If a student disagrees with their credit for prior learning evaluation outcome, the Student Petition process may be submitted for reconsideration of the request and outcome. The student must submit an appeal within 90 calendar days from notification of the credit for prior learning assessment decision.

College President: _____  _____ Date: 12/23/2020 _____

Date of Adoption: 5/19/15 _____

Date of Implementation: 5/19/15 _____

Date repealed or replaced: 12/22/20 _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.12.1 Credit for Prior Learning (CPL) Procedure

Awarding Credit for Prior Learning

The following outlines the steps for students seeking credit for prior learning at SCTCC. Minnesota State Procedure 3.291 College and University Transcripts is the authority for the transcription of credit for prior learning on the official college transcript.

1. Advanced Placement (AP)
 - a. Student must request to have their official AP scores sent to SCTCC.
 - b. Courses with passing scores will be recorded in the transfer section of the transcript and on the student's Degree Audit Report (DARS).
 - c. AP score requirements and course equivalencies can be viewed on Transferology. (<https://www.transferology.com>).

2. International Baccalaureate (IB)
 - a. Student must submit their official IB Diploma or Standard Level Examination completion to SCTCC.
 - b. SCTCC will grant credits in accordance with applicable Minnesota State policies.
 - c. Courses with passing scores will be recorded in the transfer section of the transcript and DARS.

3. College Level Examination Program (CLEP)
 - a. Student takes CLEP exams at an approved CLEP testing center.
 - b. Student must request official test scores from CollegeBoard be sent to SCTCC.
 - c. Exams with passing scores will be recorded in the transfer section of the transcript and DARS.
 - d. Students will be awarded credits based on a score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examinations, for which a minimum score of 60 for German language, 59 for French language, 63 for Spanish language, and 65 for Spanish Language with Writing is required.
 - e. CLEP exam equivalencies can be viewed on Transferology. (<https://www.transferology.com>).

4. DSST/DANTES Exams
 - a. Student takes DSST/DANTES exams at an approved testing center.
 - b. Student must request official test scores from DSST be sent to SCTCC.
 - c. Exams with passing scores will be recorded in the transfer section of the transcript and DARS.
 - d. DSST/DANTES exam equivalencies can be viewed on Transferology. (<https://www.transferology.com>).

5. World Language Seals and Certifications
 - a. Students shall submit official world languages seals and certificates listed on their official high school transcript to SCTCC.
 - b. Seals and certificates must be submitted within three academic years after graduating from high school.
 - c. SCTCC will grant credits in accordance with applicable Minnesota State procedures.
 - d. Courses will be recorded in the transfer section of the transcript.

6. Customized Training
 - a. Students shall submit official documentation of completion of customized training such as transcripts or certificate of completion to the Records and Registration Office.
 - b. When submitting the documentation, the student should indicate they are seeking evaluation for credit for prior learning.
 - c. Students are encouraged to submit a copy of the course outline, as it may be required for faculty review.
 - d. Customized training courses will be evaluated by the appropriate faculty for determination of credit for prior learning.
 - e. Note: the presentation of a certificate of completion alone will not result in granting credit for prior learning; a student may be referred to an internal assessment to complete a demonstration of college-level learning.
 - f. Courses will be recorded in the transfer section of the transcript.

7. Credit by Exam (Course Test Out)
 - a. The Course Test Out form is available from the Records and Registration office or online.
 - b. A student may attempt a test out of a particular course only once within a twelve month period.
 - c. The test out option is not available to a student for a course they have attempted for credit in the past.
 - d. The test out option is not available in all courses.
 - e. Tests are course specific examinations designed by the appropriate college faculty member and reflect the objectives of the course. A grade of P will be recorded for courses that the faculty member approves.
 - i. A grade of P represents work equivalent to a grade of C or higher.

- f. The source of the credit as a test out will be noted in the student's record, but not on the student's transcript.
- g. Student may not test out of a course in which they are enrolled past the course's drop date.
- h. A non-refundable fee will be charged before each credit attempted.
- i. Successful test outs will be recorded in the body of the transcript and DARS in the term the test out was completed.
- j. Unsuccessful attempts will be recorded in the student's record, but not on the student's transcript or DARS.

8. Life/Work Experience Evaluation (Portfolio)

- a. The Life/Work Experience Portfolio form is available from the Records and Registration office or online.
- b. The learning from these experiences must be recent and relevant and of sufficient length with verified satisfactory performance.
- c. Student will be required to submit a portfolio that demonstrates mastery of the course outcomes.
- d. Portfolios will be evaluated by the appropriate college faculty member. A grade of P will be recorded for courses approved by the faculty member.
 - i. A grade of P represents work equivalent to a grade of C or higher.
- e. The portfolio review may not be available for all courses.
- f. The source of the credit as a portfolio will be noted in the student's record, but not on the student's transcript.
- g. A non-refundable fee will be charged before each credit attempted.
- h. Courses resulting from successful prior learning portfolios will be recorded in the body of the transcript and DARS in the term the portfolio was approved.
- i. Portfolios not approved for credit will be recorded in the student's record, but not on the student's transcript or DARS.

9. MILITARY EXPERIENCE CREDIT

- a. Student must request their official military transcript be sent to the Records and Registration office.
- b. When necessary, the Registrar will consult with departments and/or discipline regarding transferability and applicability of military credits.
- c. The credits awarded are entered as transfer courses on the student's transcript and DARS.

10. OTHER AMERICAN COUNCIL ON EDUCATION (ACE) APPROVED TRAINING/INDUSTRY RECOGNIZED CREDENTIALS, LICENSES, CERTIFICATIONS, ETC.

- a. Student must present evidence of satisfactory completion of such education to the Records and Registration office.

