

<b>Procedure:</b>	Credit Validation Methods for Credit for Prior Learning	<b>Procedure No.:</b>	AA4017.1
<b>Authority:</b>	College President	<b>Associated Policy Reference No.:</b>	AA4017
<b>Procedure Owner:</b>	Vice President for Academic Affairs	<b>Responsible Party:</b>	Registrar
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### **Purpose**

The purpose of this procedure is to describe the credit validation methods for Credit for Prior Learning (CPL).

### **Related Policies**

AA4017 Credit for Prior Learning

### **Related Procedures**

AA4017.2 Fee Structure for Credit for Prior Learning

### **To Whom it Applies**

All students will be allowed to apply for the use of credits earned by evaluation, as appropriate to the academic program.

The evaluation of student learning for the award of academic credit will be approved by faculty in the relevant academic department and with professional, current expertise. Personnel involved in the assessment of prior learning must be trained in assessment procedures and pursue professional development for the functions they perform.

### **General Guidelines**

- To be assessed for credit, prior learning must align with existing courses/curriculum using the course description and student learning outcomes for guidance. At least 70% of the learning outcomes for a given course must match the learning outcomes of the prior learning.
- Credits will only be awarded for learning that is evaluated at a Grade of C or higher.
- Following review of all validation methods, approved credits will be applied to the student's record as attempted and earned credits with a grade "CR."
- Credit awards will be made for skill training and work in occupations that are directly applicable to the student's degree program.

## Credit Validation Methods

The following guidelines and methods are acceptable for validating Credit for Prior Learning.

- Standardized Published Examinations: The award of credit for published examination applies to the following published examinations:
  - Advanced Placement (AP);
  - International Baccalaureate (IB);
  - Advanced International Certificate of Education Program (AICE);
  - A-Levels (Advanced Level Qualifications);
  - DSST exams - Defense Activity for Non-Traditional Education Support (DANTES), Defense Subjects Standardized Tests (DSST);
  - College-Level Examination Program (CLEP) Subject Examinations;
  - American Council on the Teaching of Foreign Languages (ACTFL) proficiency assessments;
- Military Education and Training: Credit for military training and education as recommended by the American Council on Education (ACE) via the enhanced Military Guide and via the Joint Military Services
- Assessments by a nationally recognized external body such as:
  - National College Credit Recommendation Service (NCCRS) at [www.nationalccrs.org](http://www.nationalccrs.org).
  - American Council on Education (ACE) National Guide to College Credit for Workforce Training at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Colleges-Universities.aspx>
- Other experiences, such as professional and industry certifications and licenses or other credentials, non-credit and continuing education study, non-credit microcredentials, on-the-job training/education and work experience shall be evaluated and approved for credit by faculty by the following methods:
  - Certificates and credentials (including non-credit training) evaluated by SUNY Broome Community college faculty. A complete list of accepted certificates and credentials are available on SUNY Broome's website. Additional credentials may be petitioned for evaluation.
  - **Portfolio review:** Individual experiential learning portfolios evaluated by SUNY Broome Community College's Credit for Prior Learning Committee, inclusive of designated faculty and staff.
    - There are fees associated with a Portfolio review; refer to the Fee Structure for Credit for Prior Learning Procedure
  - **Credit by Examination (CBE)/Challenge Exams:** Department faculty developed examinations to test out of a course.
    - The challenge exam will be graded as Pass (C or higher)/Fail. Pass grades are designated as CR on the transcript.
    - Any course previously taken and not passed would not be eligible for CBE.
    - Students will be limited to one CBE attempt per course.
    - There are fees associated with a Credit by Examination /Challenge Exam; refer to the Fee Structure for Credit for Prior Learning Procedure

- Faculty will be paid for portfolio reviews and faculty-developed challenge exams.

**Definitions**

For the purposes of this procedure, the following definitions apply:

- **Credit by Examination (CBE) or Challenge Exam**
  - Allows students the opportunity to pass an exam showing that they have mastered the knowledge of the course content to receive credit for the course.
- **Portfolio Review**
  - Allows students to submit a portfolio for review by the faculty of the esignated program. The faculty will evaluate the submission and grant a number of credits based on work previously completed.

<b>Action</b> <i>(Created, Reviewed, Retired)</i>	<b>Date</b>	<b>Initials</b>	<b>Position Title</b>
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