

Procedure:	Fee Structure for Credit for Prior Learning	Procedure No.:	AA4017.2
Authority:	College President	Associated Policy Reference No.:	AA4017
Procedure Owner:	Vice President for Academic Affairs	Responsible Party:	AVP HR & Student Finance
Approved:	March 12, 2024		
Revised:			

Purpose

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

Statement of the Procedure

Assessment fees will be applied to portfolio reviews and credit by examination/challenge exams for faculty-administered examinations.

Related Policies

AA4017 Credit for Prior Learning

Related Procedures

AA4017.1 Credit Validation Methods 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

- The following Credit Validation Methods do not have a fee to assess and award credit. Class, Exam, Credential and Licensing fees may apply:
 - 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.
 - 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>
- Review of learning outcomes
 - Certificates and credentials (including non-credit training) evaluated by SUNY Broome Community College faculty and identified as equivalent to matching SUNY Broome Community College courses (see list of currently approved credentials)
- The following Credit Validation Methods have fees assigned to them. These evaluations are reviewed by faculty. Faculty will be paid for portfolio reviews and faculty-developed challenge exams.
 - **Portfolio review:** Individual experiential learning portfolios evaluated by SUNY Broome Community College’s Credit for Prior Learning committee, inclusive of designated faculty and staff.
 - **Credit by Examination/Challenge Exams:** Department faculty developed examination to test out of a course.
 - [Fees are listed in the College catalog](#)
 - Waivers are available based on financial circumstances

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 designated program. The faculty will evaluate the submission and grant a number of credits based on work previously completed.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Created</i>	03/11/2024	PK	<i>VP Academic Affairs</i>