

St. Cloud Technical & Community College Policies and Procedures Chapter S3 – Educational Policies

S3.12 Credit for Prior Learning

Update Revision Responsibility: Vice President of Academic Affairs

This policy is based on MnSCU Policy 3.35.1 “Credit for Prior Learning” (<http://www.mnscu.edu/board/policy/335.html>). St. Cloud Technical & Community College 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.

The following govern credit for prior learning at St. Cloud Technical & Community College:

1. Credit for prior learning will not be included in graduation residence requirements.
2. Students may not repeat examinations, enroll, or receive credit in a lower sequential course.
3. Financial Aid will not be available for prior learning credits as defined below.


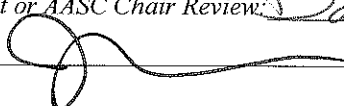
St. Cloud Technical & Community College permits students to receive credit for prior learning in the following ways:

1. CREDIT BY EXAMINATION
 - 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 St. Cloud Technical & Community College course or for MNTC Goal Areas.
 - b. International Baccalaureate (IB) – 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.
 - 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.

- 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.
 - e. Other nationally recognized exams such as the National Occupational Competency Testing Institute (NOCTI).
2. COURSE TEST OUT – A currently enrolled student may request to challenge a course. After obtaining permission from the instructor and the appropriate Dean of instruction, the student makes appropriate arrangements with the instructor.
 3. PRIOR LEARNING EXPERIENCE – Students may make application to use prior experiential learning to earn credits. The learning may result from a variety of experiences: college classroom, work experience, internships, library, and life experience. Please contact the Registrar if you wish to obtain further details.
 4. MILITARY EXPERIENCE CREDIT – Credit shall be granted for veterans’ military training and service 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.
 5. OTHER AMERICAN COUNCIL ON EDUCATION (ACE) TRAINING – credit may be given for ACE approved training based on ACE recommendations and faculty approval.

TRANSFER OF CREDIT:

Credits for prior learning shall be accepted in transfer by a MnSCU system college or university in accordance with Board Policy 3.37 and Procedure 3.37.1 Minnesota Transfer Curriculum and Board Policy 3.21 and Procedure 3.21.1 Undergraduate Credit Transfer.

Shared Governance Council President or AASC Chair Review:  Date: 4/10/13
 College President:  Date: 4/11/13
 Date of Adoption: _____
 Date of Implementation: _____
 Date repealed or replaced: _____

St. Cloud Technical & Community College

Policies and Procedures

Chapter S3 – Educational Policies

S3.12.1 Credit for Prior Learning Procedure

Procedure:

1. Advanced Placement (AP) –
 - a. Student must request to have their AP scores sent to SCTCC.
 - b. Courses will be recorded in the transfer section of the transcript.
 - c. AP score requirements can be viewed on U.Select (<https://www.transfer.org/uselect/login.htm>).
2. International Baccalaureate (IB)—
 - a. SCTCC will grant credits in accordance with applicable MnSCU policies.
 - b. Courses will be recorded in the transfer section of the transcript.
3. College Level Examination Program (CLEP) –
 - a. Student takes CLEP exams at an approved CLEP testing center.
 - b. Student must request test scores from CollegeBoard be sent to SCTCC.
 - c. Exams will be recorded in the transfer section of the transcript.
 - d. CLEP exam equivalencies can be viewed on U.Select course equivalency (<https://www.transfer.org/uselect/login.htm>).
4. DSST/DANTES Exams –
 - a. Student takes DSST/DANTES exams at an approved testing center.
 - b. Student must request test scores from Prometic/DSST be sent to SCTCC.
 - c. Exams will be recorded in the transfer section of the transcript.
 - d. DSST/DANTES exam equivalencies can be viewed on U.Select course equivalency (<https://www.transfer.org/uselect/login.htm>).
5. COURSE TEST OUT –
 - a. To attempt a course test out the student must be degree seeking at SCTCC.
 - 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 who wants to test-out of a course they have failed, received an N/C or in which they wish to improve their course grade.
 - 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 CR will be recorded for courses that the faculty member approves.

- f. Student may not test out of a course in which they are enrolled past the fifth day of the term.
- g. A non-refundable fee will be charged for each credit attempted.
- h. Successful test outs will be recorded in the body of the transcript, in the term the test out was completed.

6. PRIOR LEARNING EXPERIENCE –


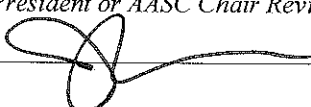
- a. The learning from these experiences must be recent and relevant and of sufficient length with verified satisfactory performance.
- b. Student will be required to submit a portfolio that demonstrates mastery of the course outcomes.
- c. Portfolios will be evaluated by the appropriate college faculty member. A grade of CR will be recorded for courses approved by the faculty member.
- d. A non-refundable fee will be charged for each credit.
- e. Courses resulting from successful prior learning portfolios will be recorded in the body of the transcript, in the term the portfolio was approved.

7. MILITARY EXPERIENCE CREDIT –

- a. Student must present evidence of satisfactory completion of such education to the office of the Registrar.
- 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 without grades.

8. OTHER AMERICAN COUNCIL ON EDUCATION (ACE) APPROVED TRAINING –

- a. Student must present evidence of satisfactory completion of such education to the office of the Registrar.
- b. When necessary, the Registrar will consult with departments and/or discipline regarding transferability and applicability of ACE training credits.
- c. The credits awarded are entered as transfer courses on the student’s transcript without grades.

Faculty Shared Governance President or AASC Chair Review:  Date: 4/10/13
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