Credit by Exam/Credit for Prior Learning Guidelines

RCTC’s policy for the evaluation of learning that occurred through experience, prior to or outside a formal academic institution, is designed to enable a student to enrich or accelerate his/her program of study. College credit is not awarded on the basis of work experience alone, but for the achievement of college-level knowledge and/or skill. Each academic department determines the criteria for awarding college credit. Credit by Exam assessment methods may involve a written examination, laboratory, interview, skill evaluation and/or minimum achievement level on national standardized tests. The departments also have the prerogative of determining which courses, if any, may be evaluated through other forms of proficiency assessment.

Guidelines:
- Students must document their experience fulfilling course competencies in order to earn CPL credits for a course. The experience must have occurred outside of college coursework.
- CPL credits are not resident credits and may not be used to satisfy resident credit requirements for graduation. There is no limit to the number of credits that may be earned through CPL as long as the total number earned does not exceed the academic program credit limit.
- CPL credits must be applicable to a program, degree or curriculum at Rochester Community and Technical College.
- As non-residency credits, CPL credits shall not be used in calculating student GPA’s. Grading methods for CPL credit shall be consistent with current approved grading methods for the course.
- Credits granted through prior learning are not eligible for veterans education assistance.
- Credits granted through prior learning will not count toward the enrollment of a specific term. These credits will not be counted in determining part-time or full time status.

Process:
- Students seeking credit for non-collegiate experiences will need to complete the attached page and submit to Admissions and Records. For students selecting Credit for Prior Learning, the portfolio documentation must be included.
- The student will be assessed a fee for the evaluation of learning. An email will be sent to the student’s RCTC email address with fee information.
- Once the fee has been paid, the application will be sent to the Academic Dean/Directory for approval, and then routed to the faculty proctor/reviewer.
- Upon the completion of the review, the faculty member will report evaluation results to the student and to the Admissions and Records office.
- The Registrar will post credits resulting from a successful evaluation to the student’s transcript and will route an electronic copy of the final paperwork to the Admissions Office, Instructor, Administrator, Human Resources.
- The faculty member will be paid for the assessment upon completion of the evaluation per the current faculty association contract regarding CBE.

Standards:
- Participating faculty, program leaders and division chairs will use the following standards established by the Council for Adult and Experiential Learning (2013, CAEL web site) for assessing CPL credits:
  - CPL credits should be awarded only for learning, and not for experience.
  - CPL credits should be awarded only for college-level learning.
  - CPL credits should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
  - CPL credit decisions must be made by appropriate faculty members, program leaders, and division chairs.
  - CPL credits should be appropriate to the academic context in which it is accepted.
  - CPL credits and their transcript entries should be monitored to avoid giving credit twice for the same learning.
  - Fees charged for CPL should be based on the services performed in the process and not determined by the amount of credit awarded.

Portfolio Preparation for Credit for Prior Work Experience and Credit for Prior Learning Portfolio Preparation (See RCTC Policy 3.15.3): It is the student’s responsibility to develop all documents to be considered. The assessment of prior learning experiences will be based on the documentation presented. Students should include all documentation at the time of application, although additional documentation may be requested by the assigned faculty member evaluator. Types of documentation that may be included are:
- A descriptive summary of the prior learning experiences to be considered in relationship to the course objectives.
- Demonstration of learning in the subject area.
- Syllabi or Master Course Outline of course(s) being considered with documentation of how goals have been met by the student.
- A Credit for Prior Work Experience ONLY Statements from former employers to include description of duties performed and an evaluation by a supervisor (and/or) support documentation describing prior learning experiences.
- Types of portfolio documentation that evidences learning specific to the course being evaluated may include:
  - Essays
  - Examples of one’s academic learning related to the course.
  - Course work/exams from professional training and/or company-sponsored training
  - Current certifications (i.e. CEUs)
  - Copies of parts of training manuals/workshops
  - Bibliographies of texts used
  - Certificates of completion
  - Other

Credit by Exam (See RCTC Policy 3.15.8)
- Credit by Exam assessment methods may involve a written examination, laboratory, interview, skill evaluation and/or minimum achievement level on national standardized tests.
- The departments also have the prerogative of determining which courses, if any, may be evaluated through other forms of proficiency assessment.
- A grade of “D” or higher will be required to receive credit for credit by examination.
- The grading method used will be in-line with the current approved grading method for the course.
- If a student fails a credit-by-exam, that student cannot repeat the exam to improve his or her grade, but rather must take the course instead.
Credit by Exam/Credit for Prior Learning

INFORMATION AND PROCEDURES: (Complete one form for each requested course equivalency)
Rochester Community and Technical College’s policy for the evaluation of learning that occurred through methods other than transfer college credits (i.e. self-study, correspondence coursework, coursework at the workplace, etc.) is designed to enable a student enrich/accelerate their program of study. The determination of college credits is made based on proof of prior learning. Each department determines the criteria, if any, which will result in awarding of college credit.

Please print clearly in ink. Date: ________________________________

Name: ___________________________ Student ID: ___________________________

Last First Middle

I am attempting to earn: (Check only one option.)
☐ Credit by exam ☐ Credit for prior learning

I attempting to earn credit for the following RCTC course: (Complete one form per course)

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
</table>

Submit form to Admissions & Records for processing, Student Services, first floor, or email pdf of email form to registration@roch.rctc.edu

Office Use Only (to be completed by Academic Affairs Staff only):

☐ Course Available in Selected Method ☐ Course Not Available in Selected Method

Reviewed by/date: * Comment Box:

Fee Paid

Staff received/date:

Send to Academic Affairs: ☐ Barb Mollberg ☐ Ginny Boyum ☐ Nirmala Kotagal ☐ Michelle Pyfferron ☐ MerryBeth Gay ☐ VP Office

If course approved in selected method, assigned to __________________________ faculty member for exam or review.

Determined by/date: * Comment Box:

☐ Student notified of faculty assignment (to arrange exam/review) ☐ Student notified not approved

☐ Form printed and routed to assigned faculty

When the exam has been completed and a determination/grade made, the instructor must sign and date this form and return it to the Office of the Vice President of Academic Affairs, attention: Deb Ellsworth

Instructor’s signature Grade Date