



CREDIT FOR PRIOR LEARNING THROUGH WORK EXPERIENCE (CBE) (RCTC Policy 3.15.3)

Part 1. Definition: Rochester Community and Technical College's policy for the evaluation of non-college learning which occurred through work 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 an advanced level of knowledge and/or skill.

The determination of college credit is predicated on prior learning which is considered to be at a college level. Each department determines the criteria, if any, which if satisfied, will result in waiver of a program requirement and/or the awarding of college credit. Assessment methods may involve a written examination, interview, skill evaluation and/or minimum achievement level on nationally standardized tests. The departments also have the prerogative of determining which courses, if any, may be evaluated through other forms of proficiency assessment.

Part 2. Guidelines:

- ◆ Whatever the number of credits granted students for noncollegiate experience, they must document the competencies represented by the degree requirements.
- ◆ A maximum of 12 semester credits may be granted.
- ◆ The student must be able to document the experience or demonstrate achievement.
- ◆ Prior Learning through work experience must be applicable to a program, degree or curriculum at Rochester Community and Technical College.
- ◆ These credits shall not be used in calculating a student's GPA.
- ◆ Credits granted through prior learning are not eligible for financial aid or 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.)

Part 3. Process:

1. Students seeking credit for Prior Learning through Work Experience will need to complete the Assessment of Prior Learning Petition.
2. The completed petition is submitted to both the faculty member and administrator in charge of the academic area for signature approval.
3. The student will be assessed a fee for the evaluation of learning.
4. Upon completion of the review, the faculty member will report evaluation results to the student and to the Admissions and Records Office.
5. The Registrar will post credits resulting from a successful evaluation to the student's official academic transcript and will distribute copies of final paperwork to the Admissions Office, Instructor, Administrator, Human Resources, and to the student.
6. The faculty member will be paid for the assessment upon completion of the evaluation.

Part 4. Standards:

Participating faculty, program leaders and division chairs will follow standards established by the Council for Adult and Experiential Learning (1989, CAEL) for assessing learning:

- Credit should be awarded only for learning, and not for experience.
- College credit should be awarded only for college-level learning.
- Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

- The determination of competence levels and of credit awards must be made by appropriate subject matter and faculty, program leaders, and division chairs.
- Credit should be appropriate to the academic context in which it is accepted.
- Credit awards and their transcript entries should be monitored to avoid giving credit twice for the same learning.
- Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

Date of Implementation: *To be determined*
Date of Adoption: *February 8, 2000*