

PROCEDURE 3.15.4.1 CREDIT FOR PRIOR LEARNING (CBE) EQUIVALENCY TOWARD AN RCTC COURSE LEARNING FROM NON-WORK EXPERIENCE (For RCTC Policy 3.15.4)

Part 1. Prior Learning from Other Than Work Experience: Students may make application to use prior experiential learning toward course requirements within a specific program of study. The determination of college credits is predicated on learning which is considered to be equivalent to a current RCTC course. Each department determines the criteria, and the student submits their documentation in a portfolio format which, if approved, will result in the awarding of equivalent college credit(s). A nonrefundable fee will be charged for each credit evaluated, whether or not the evaluation is successful. For assistance in preparing this request, please see the Division Chair in charge of the academic area.

Student Name: _____ SSN: _____

Stinger ID: _____ Telephone: _____

Address: _____

Course to be considered for Prior Learning Experience From Other Than Work Experience Credit:

<i>Course Discipline</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
_____ <i>Faculty Signature/Agreement to review portfolio/Date</i>		_____ <i>Division Chairs Signature/Date</i>	

Part 2. Fees: The fee is to be decided upon by the college, not to exceed the current tuition rate per credit.

The fee of \$ _____ was received by _____ Date: _____

Part 3. Portfolio Preparation: It is the student's responsibility to develop a portfolio which includes all documents and essays to be evaluated by the faculty member of the specific division. The documents in the portfolio must follow the course objectives for the specific course for which the student is requesting the evaluation of credit. These objectives can be found on the course's common course outline which can be obtained from the specific faculty member or from the Assistant to the VP of Academic Affairs. The assessment of Prior Learning from other than Work Experience will be based on this portfolio. Types of portfolio documentation that evidences learning specific to the course being evaluated may include: essays, examples of one's academic work related to the course, course work/exams from professional training, current certifications, copies of parts of training manuals, bibliographies of texts used, certificates of completion, or other pertinent items.

Part 4. Evaluations:

Successful Evaluation: In my professional judgement, the following course has been demonstrated/documented, and hence I recommend that credit be granted.

<i>Course Discipline</i>	<i>Number</i>	<i>Course Title</i>	<i>Credits</i>
_____ <i>Faculty Signature</i>		_____ <i>Date</i>	
_____ <i>Division Chair Signature</i>		_____ <i>Date</i>	

Unsuccessful Evaluation: Student did not successfully meet the course standards.

_____ <i>Faculty Signature</i>	_____ <i>Date</i>
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Part 5. Record Keeping: Copy after credits are recorded or unsuccessful evaluation: Admissions, Academic Affairs Administrator, Instructor, Student, Human Resources

ADMISSIONS OFFICE	DATE	ACADEMIC AFFAIRS OFFICE
Date Results Recorded:		TO: Human Resources Office
Signature:		Please process payment for this Assessment Administrative Signature/Date:
		C: POP Book, Faculty Member

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