



Credit for Prior Learning

Getting Started: Determining Eligible Courses

Fall 2014

MISSOURI CREDIT FOR PRIOR LEARNING MODEL

2013



Missouri Community College Association
MoHealthWINS and MoManufacturingWINS



www.mccatoday.org



PREFACE

This guide is designed to help Missouri public two-year institutions develop or reevaluate their college's prior learning assessment (PLA) practices and policies. It explains the importance and role of PLAs in Missouri, providing and introducing basic elements of prior learning. Importantly, the guide also demonstrates where 13 of Missouri's public two-year institutions came together to support and implement the state's first ever statewide standard for credit for prior learning by way of Missouri's two major grant training programs, MoHealthWINS and MoManufacturingWINS. Both programs are funded through the USDOL Trade Act Adjustment Community College Career Training (TAACCCT) grant—for healthcare and manufacturing training, respectively—totaling over \$35 million in funds. With this precedent, more grant opportunities are trending to mandate credit for prior learning practices in support of accelerating adult learners in the traditional educational delivery systems.

The need for a statewide standard for credit for prior learning assessment was presented to the 13 public two-year institutions during the fall of 2010, where for the first time, the institution leaders established a statewide career training consortium to compete for the mentioned TAACCCT grant, which Missouri received and named MoHealthWINS. One of the grant solicitation's key funding priorities was to increase attainment of degrees, certificates, and other industry-recognized credentials and better prepare the targeted population, and other beneficiaries, for high-wage, high-skill employment. One evidenced-based strategy presented was the utilization of granting academic credit for prior learning. The consortium leaders along with the support of the Governor's office, the Missouri Department of Economic Development, the Division of Workforce Development and the industry partners committed to improve retention and achievement rates and/or reduce time to completion by developing a statewide system standard of practices to award credit for prior learning.

Upon the grant award, the grant management team assembled a small work group representing all 13 public two-year institutions to begin work on developing a first ever statewide standard. During the first year of the grant, the work group met monthly discussing current credit for prior learning policies and practices across the state. The consortium contracted with the noted grant solicitation leader, Council for Adult Experiential Learning (CAEL) to come to Missouri and train some 45 two-year institution administrators and faculty in the value of developing a standard along with the various types of credit for prior learning assessments, practices and policies. The work group further engaged in evaluating seven-state model standards to benchmark what would work for Missouri and what would not. The seven-state model standards evaluated were Vermont, Pennsylvania, Florida, Minnesota, Colorado, Indiana, and Oklahoma. The work group's consensus resulted in developing a draft model utilizing the Colorado model standard framework. This particular model recognized policies of various colleges within the State of Colorado and served to set a minimum statewide policy and standard for credit for prior learning.

Thus after additional meetings, the 13-member MoHealthWINS work group (combined later to include MoManufacturingWINS), bolstered by support of their respective institutions' staff, administrators and faculty, developed and presented a first draft at the 2012 Fall Missouri Community College Convention in Kansas City. This began an essential statewide open dialogue and vetting of the draft Missouri Credit for Prior Learning (CPL) state standard. It is with hope a formal proposed standard will be presented to the Chief Academic Officers and then on to the 13 Presidents and Chancellors for adoption early in 2013.

The MoHealthWINS TAACCCT Grant Credit for Prior Learning Work Group Members:

Dawn Busick, Co-Chair, MoHealthWINS Grant Director

Nancy Wiley, Co-Chair, Linn State Technical College, Grant Director

Dr. Richard Pemberton, Linn State Technical College, Associate Dean of Student Affairs

Dr. Glen Coltharp, Crowder College, Vice President of Academic Affairs

Mike Easter, Mineral Area Community College, Assessment Director

Janet Vanderpool, North Central Missouri College, Dean of Allied Health

Sarah Maloney, North Central Missouri College, Grant Director

Jennifer Wilbanks, State Fair Community College, Registrar

Dr. Jeffrey C. Lashley, Moberly Area Community College, Vice President for Instruction

Kristine Hayes, Moberly Area Community College, Education Coordinator

Steve Long, St. Louis Community College, Director, Workforce & Community Development

Dianne Lee, St. Louis Community College, I. S. Department Chair- Forest Park Campus

Amanda Sizemore, St. Charles Community College, Director Workforce Development

Tristan Londre, Metropolitan Community College, Director of Career & Technical Education

Cindy Phillips, Ozarks Technical Community College, Coordinator of Technical Education Programs

Richard McGill, Three Rivers Community College, Dean Career Education & Workforce

Mary Beth Huxel, East Central College, Division Chair Business, Education & Social Science

Brittany Watz, East Central College, Grants Specialist

Mindy Selsor, Jefferson College, Vice President of Instruction

Draft Model Feedback Submissions:

The MoHealthWINS Credit for Prior Learning Work Group is interested in hearing from all staff, faculty, administrators and educational partners for input to the draft Missouri Credit for Prior Learning model standard over these next 30 days. Feedback may be provided via email to both Work Group Chairs as follows:

Dawn Busick, Co-Chair, MoHealthWINS Project Director

dawn.busick@mccatoday.org

Or

Nancy Wiley, Co-Chair, Linn State Technical College, Grant Director

nancy.wiley@linnstate.edu

CREDIT FOR PRIOR LEARNING HANDBOOK

Table of Contents

I.	What is Credit for Prior Learning?.....	3
II.	Methods for Awarding Credit for Prior Learning.....	3 – 4
III.	Standards for Awarding Credit for Prior Learning.....	4
IV.	Policy and Procedures.....	4 – 5
V.	Transferability of Credit for Prior Learning.....	5
VI.	Steps for Pursuing Credit for Prior Learning.....	5
VII.	Military Educational and Training Credit.....	5 - 6
VIII.	Prior Learning Education Guidelines.....	6
IX.	Credit for Prior Learning Self-Assessment.....	7 – 8

I. What is Credit for Prior Learning?

Prior Learning is an alternative education or experience-based learning that has been attained outside the sponsorship of an accredited postsecondary education institution. Credit for Prior Learning (CPL) includes learning acquired from work and life experiences, community and volunteer extension courses, individual study and reading, civic, community and volunteer work, and participation in informal courses and in-service training sponsored by associations, business, government, and industry. CPL is not awarded for EXPERIENCE but for college-level LEARNING which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

The Missouri Community College Association supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of the Association that a student's experience outside the college classroom shall be evaluated for college credit. MCCA recognizes that each two-year institution in Missouri administers individual credit for prior learning policies and procedures designed to reflect their institutions educational philosophy, mission, and/or board policy. Each institution's specific CPL guideline/policy will be made available on their respective websites. Credit for Prior Learning evaluative processes must be initiated by the student requesting credit. Missouri Community College Association is committed to supporting all two-year institutions' prior learning credit guidelines and policies.

The purpose of this handbook is to inform students of common methods of obtaining credit for prior learning in Missouri two-year institutions. CPL may apply towards an academic degree or certificate. The policies of two-year institutions in Missouri may exceed or limit certain conditions listed in this handbook.

II. Methods for Awarding Credit for Prior Learning

A. Standardized Tests

- College-Level Examination Program (CLEP)
- American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)
- Defense Activity for Nontraditional Educational Support (DANTES)
- Advanced Placement (AP)
- International Baccalaureate (IB)

B. Institutional Challenge Examinations

- Exam equivalent to the comprehensive final exam
- Exam may be written, oral, demonstration or a combination of all three
- Evaluated by an area Dean or designated subject matter expert

C. Published Guides

- American Council on Education (ACE) for military training and experience
- ACE (non-collegiate) for industrial and corporate training programs
- Other published guides developed by nationally recognized organizations

D. Educational Documentation

- Students can present prior learning experiences in portfolio format, to colleges that accept portfolios. Credit could be awarded after portfolio evaluation by subject matter experts who have portfolio evaluation training.

E. Industry Credentials

- Students will need to supply documentation of any valid industry certifications awarded. Alternative time limits may apply specific to programs of study at each individual college.

III. Standards for Awarding Credit for Prior Learning

- A.** Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
- B.** A student may use CPL to fulfill all degree/certificate graduation requirements except for mandatory institutional requirements.
- C.** CPL may be applied toward the courses in the AA, AFA AS, AAT, AGS-Articulated or AAS degree programs only for the purpose of satisfying graduation requirements.
- D.** All work assessed for CPL must meet or exceed "C" level work. "C" level work criteria shall be determined by each institution.

IV. Policy and Procedures

- A.** At least one credit hour must be successfully completed and transcribed into the student's records before any CPL credit can be awarded, applicable to the degree program at each individual college.
- B.** All prior learning methods will be posted to the college's specific degree program.
- C.** The maximum prior learning credit applicable towards graduation is up to the residency requirements of each college, from any combination of all CPL methods.
- D.** If CPL is applied to the AA, AFA AS, AAT, AGS-Articulated, or AAS degree requirements, transferability and transfer guarantees may be affected. Consult an advisor or designated faculty/staff member at the specific college for details.
- E.** All portfolios, documentation, and files regarding a student's prior learning credit will be maintained by the college of enrollment.
- F.** A student wishing to appeal a non-credit for prior learning decision should follow the standard appeal procedure in place at the college of enrollment.
- G.** Prior learning experiences shall be evaluated only if requested by the student.
- H.** Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
- I.** Each individual two-year institution in Missouri may award prior learning credit based on their respective institution's guidelines/policy. Please note predetermined fees may apply.

V. Transferability of Credit for Prior Learning

- A. Students planning to transfer to another college or university should contact the receiving institution to determine the acceptability of transferred credit for prior learning.

VI. Steps for Pursuing Prior Learning Credit

- A. Students should review prospective college websites, current college catalogs, the MCCA website, the MoHealthWINS website, or the MoManufacturingWINS website to view CPL programs for specific institutions. Course requirements for specific degree or certificate programs should be reviewed. Determine the courses for which you feel you have relevant, equivalent, college-level experience.
- B. Students should complete a “Credit for Prior Learning Self-Assessment.” A sample can be found in Part IX of this handbook (p.7-8). Self-Assessment documents may vary by college.
- C. Students should meet with an academic advisor or designated faculty/staff member to discuss the different methods and steps for requesting CPL and for transfer information at the awarding institution.

VII. Military Educational and Training Credit

- A. *Introduction* – Military educational and training credit can be transcribed through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). How colleges interpret and articulate credit is based on the nature of the credits transcription, credit recommendations for military training schools, or ACE occupational credit recommendations for job performance.
- B. *What is the purpose of SMART and AARTS?* – To provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled *Guide to the Evaluation of Educational Experiences in the Armed Services*, used by colleges and universities around the country. The ACE Guide is available on-line at <http://bv.v.w.militaryguides.ace.net.edu>.
- C. *Will colleges accept CLEP, EXCELSIOR, and DSST scores from the SMART and AARTS Transcript?* – Yes, colleges will review and evaluate the CLEP, EXCELSIOR, and DSST scores from a transcript and evaluate in accordance with guidelines that each college will have available in their college policy.
- D. *How are the ACE service school course descriptions and recommendations evaluated?* – Colleges will compare the training school course description and ACE credit recommendation against their own college course descriptions for equivalencies. If the courses are found to be equivalent and directly applicable to curriculum requirements to the student’s declared certificate or degree program as outlined in college publications on each college’s website, credit could be applied to a student’s transcript.
- E. *How is occupational credit evaluated?* –Colleges may choose to allow a student to submit the occupational material for credit through the portfolio process outlined in this guide. ACE recommendations do not apply for occupational/job performance credit. If the courses are found to be equivalent and directly applicable to curriculum requirements to the student’s declared certificate or degree program as outlined in college publications on each college’s website, credit could be applied to a student’s transcript.

- F. *How is credit transferred from CCAF?* – Colleges evaluate credit from CCAF like they would for any other accredited college. Academic credit may be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student’s declared certificate or degree program as outlined in college publications.

VIII. Prior Learning Educational Guidelines

- A. *Introduction* – A portfolio is one assessment method where a student demonstrates learning acquired outside of the traditional classroom. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student’s certificate or degree requirements.
- B. *Faculty and Student roles in the portfolio process at a minimum* – Preparation and content of the portfolio are the responsibility of the student. Each college advisor, designated faculty/staff member, or subject matter expert may assist the student in their respective established portfolio procedures. Some institutions may provide a credit or non-credit course designed to assist the student in the development of a quality portfolio. Once a portfolio has been prepared, it may be assessed for the awarding of credit. A college advisor, designated faculty/staff member, or a subject matter expert may evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course.
- C. *Documentation* – Supporting documentation may be presented in a portfolio to support the student’s request for awarding credit. The supporting documentation will be of sufficient breadth and depth to validate the student’s stated learning and provide the evaluator with qualitative evidence for evaluation. Any documentation provided will be kept on file at the college of enrollment, according to each colleges Record Retention policy. Types of documentation are as follows:
- *Certificates of Training:* Students who have received training through alternative methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores). Alternative time limitations may apply, specific to each college’s programs of study.
 - *Portfolio of Work:* Students requesting awarded credit in some fields may use a portfolio of their work, which will support their request.
 - *Self-attestation:* Students requesting self-attestation will be evaluated on an individual basis at each participating college.
 - *Demonstration of Competency:* Some students may request credit in courses that can only be evaluated after a performance assessment or exam of their skills.
 - *Oral Interview:* The evaluator may contact the student for a verbal discussion of his/her portfolio as a supplement to the written information provided.
 - *Awards and Honors:* The student may provide copies of any awards and honors directly related to the competencies.
 - *Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors:* These documents may be included to verify attainment of the competencies and/or learning outcomes for which the student is seeking credit.

IX. Credit for Prior Learning Self-Assessment - * SAMPLE DOCUMENTS

Name: _____

Address: _____

City: _____ State _____ Zip _____

Phone (home): _____ (work): _____

Cell phone: _____

College of Enrollment: _____

Degree / Certification Program: _____

List courses for which you are requesting prior learning credit:

	Prefix	Number	Title	Credits
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

EXPERIENTIAL LEARNING EXPERIENCES: (This section should be as detailed as possible. Feel free to attached additional sheets to this form.)

TRAINING: May include correspondence, seminars, conferences, workshops, continuing education, formal military training, clinics, television/radio courses, etc.

1. _____
2. _____
3. _____

JOB/WORK EXPERIENCE: Include position or title, length of time in position, acquired skills.

1. _____
2. _____
3. _____

VOLUNTEER EXPERIENCE: Church, Community, Politics, and Schools, include length of time and duties/skills acquired.

1. _____
2. _____
3. _____

INDEPENDENT LEARNING: Independent research, projects (e.g. self-taught computer skills, extensive reading, public writing and/or speaking, foreign languages, business owner/operator) include length of time and skills acquired.

1. _____
2. _____
3. _____

RECREATIONAL ACTIVITIES: (e.g. acting, theater production, music performance, travel/tours including acquired knowledge.)

1. _____
2. _____
3. _____

RELATED LICENSES OR CERTIFICATES:

1. _____
2. _____
3. _____

MEMBERSHIP IN RELATED ORGANIZATIONS:

1. _____
2. _____
3. _____

***College forms may vary with each Self-Assessment Policy**

Standards for Assessing Learning

- I. Credit or its equivalent should be awarded only for *learning*, and not for *experience*.
- II. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
- III. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
- IV. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
- V. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
- VI. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
- VII. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
- VIII. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
- IX. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
- X. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Taken from Assessing Learning: Standards, Principles, and Procedures (Second Edition)
By Morry Fiddler, Catherine Marienau, and Urban Whitaker, 2006. Chicago, Kendall Hunt Publishing Company.

INSTRUCTIONAL SERVICES

Regulation 6440 **Policy 6440**

Academic Standards

Credit by Examination and Non-Traditional Education

Students planning to transfer should check with the receiving institution regarding policy for accepting transfer of non-traditional education credit. College credit may be awarded by State Fair Community College for non-traditional education under the following conditions:

1. All courses for which credit by examination and non-traditional education is awarded must have equivalent courses in the College curriculum. Partial credit will not be awarded.
2. Students must submit the required documentation as defined by each department.
3. General Education course credit will be awarded for credit by examination but not for non-traditional education.
4. Students must have been granted admission to the College prior to the evaluation of credits.
5. A maximum of 21 hours may be earned and applied for work experience. The total of all credit by examination and non-traditional education cannot exceed 30 hours earned and applied toward a degree.
6. The Registrar is responsible for final approval or disapproval.

Credit by Examination

College Level Examination Program (CLEP) and Dantes Subject Standardized Tests (DSST) provide opportunity to earn academic credit for knowledge equivalent to that learned in the College classroom. These tests include general and subject examinations. SFCC uses ACE recommended scores for granting credit. SFCC does not accept CLEP or DSST credit to fulfill requirements for laboratory science or public speaking courses. Students must have a score report sent to the College to be evaluated for College credit.

Advanced Placement

SFCC grants credit for Advanced Placement test scores of 3 or higher. Students must have a score report sent to the College to be evaluated for College credit.

Departmental Exams

Departmental exams administered in major areas of study may provide an alternative to credit awarded for non-traditional education. Each academic department determines which courses have a test-out option and the minimum score to receive credit. An application to request a departmental exam must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Registrar's Office to be evaluated for College credit. To receive the credit, students must enroll in the course(s) and pay tuition and fees for the course(s). Normal tuition and fees apply to any credits awarded.

Credit for Armed Service Experience

Advanced placement credit may be granted for educational training earned while in the armed services, according to the American Council of Education (ACE) recommendations. The credit must be appropriate to the degree sought. Students must submit a military transcript to be evaluated for College credit. In some cases (e.g. the course (s) were taken many years ago), a military transcript may not be available. Students will need to contact the Registrar's Office to determine what other documents are acceptable to be evaluated for College credit. Students will receive two physical activity credits upon submission of a DD-214. These credits do not count toward the wellness requirement.

Credit for Work Experience

Credit may be awarded for work experience and may only be applied to courses in the student's degree major. Specific requirements may vary by academic department. However, for any credit to be awarded, students must satisfactorily complete a significant capstone project, such as a major paper reflecting how lessons learned in that work experience can be applied to the discipline. An application to request credit for work experience (with documentation) must be submitted to the dean of that division. If the requirements to receive credit have been met, the paperwork will be forwarded to the Registrar's Office to be evaluated for College credit. To receive the credit, students must enroll in the course(s) and pay appropriate tuition and fees. Normal tuition and fees apply to any credits awarded.

Credit for Other Non-Traditional Education

In some cases, credit in the student's major discipline may be awarded for workshops or industry certifications that are equivalent to College classes. For credit to be received, the workshops or industry certifications must meet the following criteria:

The learning was sponsored by a recognized, national or state organization; and, an application to request credit must be submitted to the Dean of that division with validated documentation stating the course, knowledge, skills, competencies, credit/clock hours completed and/or certification. If the requirements to receive credit have been met, the paperwork will be forwarded to the Registrar's Office to be evaluated for College credit.

(approved 8/23/10)



Credit for Prior Learning Options and Approval Process

Credit by Examination

Options:

- College Level Examination Program (CLEP)
- Dantes Subject Standardized Tests (DSST)
- Advanced Placement (AP)

Equivalencies are located: <http://www.sfccmo.edu/pages/986.asp>

Evaluation Procedures:

1. Exams are reviewed every 2 years to coincide with the catalog
2. New exams added between catalog years are sent to the lead instructor for review
3. Evaluation is coordinated with the Director, Career Planning and Assessment
4. Lead instructors are assigned to evaluate the subject material using:
 - a. Exam content provided by the company and the Testing Center
 - b. American Council on Education (ACE) recommendation
<http://www.acenet.edu/Pages/default.aspx>
 - c. Other Missouri transfer college acceptance

Department Exams

Options:

- Active non general education courses included in our course library

Approved Test Out Courses:

- CAPP 125 Microcomputer Applications
- OADM 102 Introduction to Keyboarding
- OADM 104 Keyboarding
- ENGL 101 English Composition I
- WELD 101 Introduction to Welding
- WELD 105 Advanced Pipe Welding

Evaluation Procedures:

1. Request should be generated by the Program Coordinator and/or Lead Instructor
2. Not all transfer institutions accept department test out credit
3. Review courses and work with others in your area to determine if a course is suitable for test out

4. Work with your Division Chair to develop test out requirements which include the following:
 - a. Eligibility Requirements (Examples: minimum or maximum college credits, never enrolled, never completed course, minimum placement scores, etc.)
 - b. Contact Person
 - c. Timeline
 - d. Test Attempts (usually only 1 attempt allowed)
 - e. Test Out Requirements to include:
 - i. Theory Based Assessment
 - ii. Application Based Assessment
 - iii. Minimum Scores
 - iv. Materials that can be used during testing
 - f. Syllabus
 - i. Syllabus should include Learning Outcomes- What the person should know and/or can do
 - g. Request for Department Test Out form which includes:
 - i. Course student is requesting
 - ii. Basis for allowing test out option
 - iii. Additional information
 - iv. Student signature block
 - v. Dean signature block
 - vi. Approval/Disapproval block
 - h. Department Test Out Understanding form which includes:
 - i. I have read and understand the SFCC test out requirements for this course
 - ii. I have received a copy of the course syllabus
 - iii. I understand if I pass that I will be enrolled in the course and be required to pay the tuition and course fees
 - iv. I understand that this may impact my financial aid
 - v. Other requirements
 - vi. Student signature block
 - vii. Faculty member signature block
 - viii. Dean signature block
 - ix. Testing block
5. Submit Test Out request packet to your Dean for approval
6. Submit Test Out packet to the Registrar after approved
 - a. Documents will be formatted and forms converted to fill-in pdfs

Credit for Armed Service Experience

Options:

- 2 hours (max) of physical education credit (not Wellness) for the Associate of Arts degree
- 12 hours (max) of Restricted Electives used in the electives category for the Associate of Arts degree
- Course by course evaluation for Associate of Applied Science degrees for active non general education courses included in our course library

Evaluation Procedures:

- Students submit their official Joint Services Transcript (JST) or other official military transcript to the Academic Records and Registrar office for review <https://jst.doded.mil/smart/signIn.do>
- Students submit their DD 214 (if applicable)
- American Council on Education (ACE) recommendation
<http://www.acenet.edu/Pages/default.aspx>
- Transcript is sent to the department for individual course equivalencies for students pursuing an Associate of Applied Science degree in the area of their military specialty/training

Credit for Work Experience

Options:

- 21 hours (max) applicable to the student's major only for active non general education courses included in our course library

Approved Work Experience Courses:

- No approved courses

Evaluation Procedures:

1. Request should be generated by the Program Coordinator and/or Lead Instructor
2. Review courses and work with others in your area to determine if a course is suitable for work experience credit
3. Credit should not be given for the actual work experience (time in the job) but the learning that was acquired as part of the work experience
4. Work with your Division Chair to develop requirements which include the following:
 - a. Eligibility Requirements (Examples: minimum or maximum college credits, never enrolled, never completed course, minimum placement scores, etc.)
 - b. Contact Person
 - c. Timeline
 - d. Capstone Project requirements to include:
 - i. Theory Based Assessment
 - ii. Application Based Assessment
 - e. Syllabus
 - i. Syllabus should include Learning Outcomes- What the person should know and/or can do
 - f. Request for Work Experience Review form which includes:
 - i. Course student is requesting
 - ii. Basis for allowing work experience review
 - iii. Additional information/documentation
 - iv. Student signature block
 - v. Dean signature block
 - vi. Approval/Disapproval block
 - g. Work Experience Understanding form which includes:

- i. I have read and understand the SFCC work experience requirements for this course
 - ii. I have received a copy of the course syllabus
 - iii. I understand if I receive credit for work experience I will be enrolled in the course(s) and be required to pay the tuition and course fees
 - iv. I understand that this may impact my financial aid
 - v. Other requirements
 - vi. Student signature block
 - vii. Faculty member signature block
 - viii. Dean signature block
5. Submit Work Experience request packet to your Dean for approval
6. Submit Work Experience packet to the Registrar after approved
 - a. Documents will be formatted and forms converted to fill-in pdfs

Credit for Industry Training and Certifications

Options:

- Active non general education courses included in our course library

Approved Training and Certifications:

- LPN License (Acceptance to 2 year Nursing program required)
- Current CPR Certification
- Current First Aid Certification
- Missouri Peace Officer Standards and Training (POST) program and valid current police license
- OSHA Certification
- CDA Credential
- CNA Certification
- CMT Certification
- Marine Technology Program at the Lake Area Career and Technical Center (Applies to Associate of Applied Science in Marine Technology degree only)

Evaluation Procedures:

1. Request should be generated by the Program Coordinator and/or Lead Instructor
2. Learning must be sponsored by a recognized, national or state organization
3. Review courses and work with others in your area to determine if any training or certifications would be eligible for college credit
4. Resources:
 - a. American Council on Education (ACE) recommendation
<http://www.acenet.edu/Pages/default.aspx>
 - b. Other Missouri transfer college acceptance
 - c. Industry acceptance
5. Work with your Division Chair to prepare a proposal for approval that contains:
 - a. Eligibility Requirements (Examples: minimum or maximum college credits, never enrolled, never completed course, minimum placement scores, etc.)
 - b. Contact Person

- c. Timeline
 - d. Justification for proposal to include:
 - i. Theory Based Assessment
 - ii. Application Based Assessment
 - e. ACE recommended credit
 - f. Credit awarded by other Missouri transfer colleges
 - g. Industry recommendation (if applicable)
 - h. Credit recommendation
 - i. Required documentation
 - j. Syllabus
 - i. Syllabus should include Learning Outcomes- What the person should know and/or can do
 - k. Request for Industry Training and Certification Review form which includes:
 - i. Course(s) student is requesting
 - ii. Basis for Industry Training and Certification review
 - iii. Knowledge, skills, competencies
 - iv. Credit/clock hours (if applicable)
 - v. Documentation required
 - vi. Student signature block
 - vii. Dean signature block
 - viii. Approval/Disapproval block
6. Submit Industry Training and Certification request documents to your Dean for Approval
7. Submit Industry Training and Certification documents to the Registrar after approved
- a. Documents will be formatted and forms converted to fill-in pdfs



Request for Department Test Out

STUDENT INFORMATION

Date:	
Student ID:	Student Name:
Phone:	E-mail:
Course Number:	Course Title:

JUSTIFICATION FOR REQUEST

Sample

SIGNATURE BLOCK

Student Signature:	Date:
Dean's Signature:	Date:



Department Test Out Requirements

COURSE INFORMATION	
Course Number:	Course Title:
Contact:	E-mail:

REQUIREMENTS

1. Eligibility Requirements:
2. Timeline:
3. Attempts:
4. Theory Based Assessment Description:
5. Application Based Assessment Description:
6. Minimum Scores:
7. Materials Permitted to be Used During Assessment:

Sample

CAPP 125 - Microcomputer Applications Test Out Procedures

Who is eligible for testing out of CAPP 125:

Anyone who is currently enrolled in CAPP 125 and has not been enrolled in the course before.

Who to contact if a student wishes to test out of the course:

First, the student must contact the instructor of the course. Second, the course instructor notify the lead instructor as an FYI. The course instructor should notify the lead instructor if the student was successful or not at testing out.

If the student is successful at testing out the course instructor will notify the registrar.

Timeline for testing out:

The test out process must be started in the first week of the class and completed as quickly as possible.

Test out requirements:

Students must pass all Objective and Performance tests with a grade of 70% or better. Students will take the tests in this order:

- Access Performance
- Access Objective
- Excel Performance
- Excel Objective
- Word Performance
- Word Objective
- PowerPoint Performance
- PowerPoint Objective

If the student does not pass all test with a grade of 70% or higher, all coursework will be completed as normal.

Materials available during the tests:

Textbook and appropriate software program.



Department Test Out Statement of Understanding

STUDENT INFORMATION	
Date:	
Student ID:	Student Name:
Phone:	E-mail:
Course Number:	Course Title:

STATEMENT OF UNDERSTANDING

- 1. I have read and understand the State Fair Community College test out requirements for this course.
- 2. I understand if I successfully test out of this course I will be enrolled in the course and be required to pay the required tuition and fees.
- 3. I have checked with the financial aid office (if applicable) and understand any impact the test out may have on my funding.
- 4. I understand that the receiving institution should be contacted to determine the transferability of credit earned for prior learning.
- 5. I have received a copy of the course syllabus.

SIGNATURE BLOCK	
Student Signature:	Date:
Test Administrator Signature:	Date:
Dean's Signature:	Date:

OFFICE USE

<input type="checkbox"/>	Passed	Date:	
<input type="checkbox"/>	Failed	Date:	
<input type="checkbox"/>	Student Enrolled	CRN:	Date:



Request for Work Experience Review

STUDENT INFORMATION

Date:	
Student ID:	Student Name:
Phone:	E-mail:
Course Number:	Course Title:

JUSTIFICATION FOR REQUEST

Basis for Work Experience Review:

Additional information/documentation:

Sample

SIGNATURE BLOCK

Student Signature:	Date:
Dean's Signature:	Date:



Work Experience Requirements

COURSE INFORMATION	
Course Number:	Course Title:
Contact:	E-mail:

REQUIREMENTS

1. Eligibility Requirements:

2. Timeline:

3. Capstone Project (attach requirements):

Sample



Work Experience Statement of Understanding

STUDENT INFORMATION

Date:	
Student ID:	Student Name:
Phone:	E-mail:
Course Number:	Course Title:

STATEMENT OF UNDERSTANDING

- 1. I have read and understand the State Fair Community College work experience requirements for this/these course(s).
- 2. I understand if I receive credit for work experience I will be enrolled in the course(s) and be required to pay the required tuition and fees.
- 3. I have checked with the financial aid office (if applicable) and understand any impact the credit for work experience may have on my financing.
- 4. I understand that the receiving institution should be contacted to determine the transferability of credit earned for prior learning.
- 5. I have received a copy of the course syllabus.

SIGNATURE BLOCK

Student Signature:	Date:
Faculty Signature:	Date:
Dean's Signature:	Date:

OFFICE USE

<input type="checkbox"/> Student Enrolled	CRN:	Date:
---	------	-------



Industry Training and Certifications Request for Approval

CONTACT INFORMATION	
Contact:	E-mail:

REQUIREMENTS

1. Eligibility Requirements:
2. Timeline:
3. Justification:
4. ACE recommended credit:
5. Credit awarded by other Missouri transfer colleges:
6. Industry recommendation (if applicable):
7. Credit recommendation:
8. Required documentation:

Sample

**State Fair Community College
Department of Humanities and Social Sciences
Criminal Justice Program**

**Proposal for Issuing Course Credit for Professional Training and Life Skills within the
Criminal Justice Program**

Date: January 30, 2006

Submitted by: James Cunningham
Criminal Justice Program Coordinator

Summary of Proposal: Under this proposal, State Fair Community College would begin the policy of providing a set limit of college credit hours towards particular criminal justice classes for those students who have completed the Missouri Peace Officer Standards and Training (POST) program and who have a valid current police license issued by the State of Missouri.

Proposal Details: To keep this process as simple as possible to avoid any confusion either by the student or State Fair Community College, the following factors would apply to this proposal:

- The student must be an official student at State Fair Community College
- The student must be seeking either the A.A. or A.A.S. degree in criminal justice
- If the student can provide a copy of their certificate of successful completion of the Missouri POST training program, that student will be eligible to be awarded up to seven (7) credit hours towards their degree in criminal justice.
- The classes that are eligible for “advanced placement credit” under this proposal are as follows. The student can choose to earn credit for two of these three choices for a maximum of 7 hours credit:
 - CJUST 101 Introduction to Law Enforcement (3.0)
 - CJUST 102 Introduction to Criminal Justice (3.0)
 - CJUST 175 Supervised Occupational Experiences in Criminal Justice (4.0)
- Exceptions to the above include the following:
 - If a student is seeking the A.A. degree, it is strongly recommended that they complete CJUST 102 for transfer purposes.

- A student can only be awarded credit for CJUST 175 if they are currently employed as a full time certified peace officer within the State of Missouri and have held such employment for at least six months prior to requesting such credit. (Proof of such employment may be requested by State Fair Community College)

Justification of Proposal: For a person to become eligible for licensure as a full time, part time, or volunteer law enforcement officer in the State of Missouri, a person must successfully attend and complete a training program that meets or exceeds the guidelines set forth under the Peace Officers Standards and Training Commission that was passed by the Missouri General Assembly in 1988. This commission is included within the Department of Public Safety and oversees the licensing of all peace officers in the state. These programs require a minimum of 480 classroom hours of training in a variety of areas such as constitutional law, criminal law, interviewing, courtroom testimony, and report writing. The cost of this program is approximately \$3000 which often has been completely funded by the officer. After completion of the training program, the officer must then complete a standardized written examination given by the Department of Public Safety before his license to serve as a peace officer is issued.

As result of this effort and dedication, it would appear that the issuance of college credit to these students who are now attempting to further their formal education could be beneficial to State Fair Community College as well. First, many of these potential students may either not be considering attending college or considering other locations. This incentive of “waiving” these classes may be enough to draw additional new students into our program and student body. Secondly, these students will bring training and experience to the classroom which will benefit the other traditional students in their learning of the criminal justice system.

The practice of offering college credit for law enforcement professionals is currently practiced at many other colleges and universities in the State of Missouri. Central Missouri State University currently allows for up to 15 credit hours under the concept of this proposal.

With a majority of officers who work for local law enforcement agencies such as are common within the State Fair Community College service area, the students are seeking college degrees to better themselves within their profession and the communities they serve. Thus, the ability of State Fair Community College to provide this service is not only one of benefit to the college, but to the officers and communities that we serve.



Request for Industry Training and Certification Review

STUDENT INFORMATION

Date:	
Student ID:	Student Name:
Phone:	E-mail:
Course Number:	Course Title:

JUSTIFICATION FOR REQUEST

Basis for Industry Training and Certification Review:

Knowledge, Skills, Competencies:

Credit/Clock Hours (if applicable):

Documentation:

Sample

SIGNATURE BLOCK

Student Signature:	Date:
Dean's Signature:	Date: