

Request for Credit by Prior Learning Mountain Empire Community College

The **STUDENT** must:

- Complete the Credit by Prior Learning form in consultation with the student's academic advisor or the appropriate faculty member. Attach all required documentation to the completed form.
- Submit the completed form and documentation to the Division Dean.

The **DIVISION DEAN and appropriate Faculty** will:

- Recommend credit based upon appropriate attachments and/or documentation to the Vice President of Academic Affairs and Workforce Solutions.

If the application is denied, the Vice President of Academic Affairs and Workforce Solutions will notify Enrollment Services/Registrar by sending a copy of this application. Enrollment Services/Registrar will notify the student.

If the application is granted, the Vice President of Academic Affairs and Workforce Solutions will notify Enrollment Services/Registrar by sending a copy of this application. Enrollment Services/Registrar will enter the course credit on the student's academic record and notify the student.

The Enrollment Services Office will maintain the application/documentation for three (3) years.

STUDENT: Complete this Section (PRINT)

Name: _____
Last First Middle Initial

Mailing address: _____
Street

City State Zip

Empl ID #: _____

Curriculum in which currently enrolled: _____

Course in which credit is sought: _____
Department Course Number Credit

Basis upon which student is making request (Select one) (Please attach documentation):

- | | |
|---|---|
| <input type="checkbox"/> Advanced Placement (AP) | <input type="checkbox"/> Defense Language Institute Test (DLPT) |
| <input type="checkbox"/> Air Force – AFSC (Non-CCAF) | <input type="checkbox"/> DSST/DANTES |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Institutional Challenge Exam |
| <input type="checkbox"/> Army (Joint Services Transcript) | <input type="checkbox"/> International Baccalaureate Exam (IB) |
| <input type="checkbox"/> Blasters (BLAST) | <input type="checkbox"/> Marines (Joint Services Transcript) |
| <input type="checkbox"/> Cambridge Assessment Exam (CIE) | <input type="checkbox"/> Navy (Joint Services Transcript) |
| <input type="checkbox"/> Coast Guard (Joint Services Transcript) | <input type="checkbox"/> On the Job Training |
| <input type="checkbox"/> College Level Examination Program (CLEP) | <input type="checkbox"/> Portfolio Based Assessment |
| <input type="checkbox"/> Computer Competencies Assessment (COMP) | <input type="checkbox"/> Professional Licenses/Certifications |
| <input type="checkbox"/> CPR | <input type="checkbox"/> Workforce Training |

Signature of Student _____ **Date:** _____

APPROVAL

Faculty recommends that credit be awarded: ___ Yes ___ No*

Faculty Signature _____ **Date:** _____

Division Dean recommends that credit be awarded: ___ Yes ___ No*

Division Dean Signature: _____ **Date:** _____

Vice President of Academic Affairs and Workforce Solutions approval: ___ Yes ___ No*

Vice President Signature: _____ **Date:** _____

***If credit is denied state reason(s):** _____

NOTIFICATION

___ Credit Awarded

Enrollment Services/Registrar: _____

Date recorded on student's academic record and student notified

___ Credit Denied

Vice President of Academic Affairs and Workforce Solutions: _____

CREDIT FOR PRIOR LEARNING
(VCCS Policy 5.6.5.1.0)

The procedures for awarding credit through Prior Learning are as follows:

1. The determination of such credit must be made by qualified faculty members at the institution or according to procedures and standards approved by qualified faculty ensuring that assessment procedures are appropriate for the credit awarded.
2. If documentation and interviews are used in lieu of examinations, the institution must demonstrate that these methods provide assurances of academic comparability to credit earned by traditional means.
3. At least 25 percent of the credit hours required for an undergraduate degree are earned through credit instruction offered by the institution awarding the degree.
4. In awarding credit for prior learning, the institution must:
 - a. award credit only for documented learning that aligns the prior experience to course learning outcomes;
 - b. award credit only to matriculated students;
 - c. identify such credit on the student's transcript as credit for prior learning;
 - d. adopt, describe in appropriate institutional publications, implement and regularly review policies and procedures for awarding credit for prior learning;
 - e. clearly describe and establish the validity of the evaluation process and criteria for awarding credit for prior learning;
 - f. designate a staff member or office responsible for the application of Credit for Prior Learning to student records and student records shall reflect Credit for Prior Learning and the applicable source (s) of that credit;
 - g. clearly post to current and prospective students, faculty, staff and administrators Credit for Prior Learning guidelines, policies, and procedures; and
 - h. include in college publications a statement that the college cannot guarantee the acceptance of Credit for Prior Learning by other institutions to which the student may transfer.

Description of Credit for Prior Learning Types

<u>Advanced Placement (AP)</u> – Advanced Placement examinations are exams offered by the College Board and are taken by students. The tests are the culmination of year-long Advanced Placement courses.
<u>Air Force – AFSC (Non-CCAF)</u> – Any credits obtained from the United States Air Force that weren't transcribed from a Community College of the Air Force transcript.
<u>Apprenticeship</u> – A system of training a new generation of practitioners of a trade or profession with on-the-job training and often some accompanying study. Apprenticeships can also enable practitioners to gain a license to practice in a regulated profession.
<u>Army</u> – Military training, coursework, and education usually found in a Joint Services Transcript (JST).
<u>BLASTERS (BLAST)</u> – Certifications for handling explosives.
<u>Cambridge (http://www.cie.org.uk/i-want-to/resource-centre/)</u> – University of Cambridge Advanced Level Examinations General Certificate of Education
<u>Coast Guard</u> – Military training, coursework, and education usually found in a Joint Services Transcript (JST).
<u>College Level Examination Program (CLEP) https://clep.collegeboard.org/</u> - CLEP exams cover college level course material in a variety of different subjects.
<u>Computer Competencies Assessment (COMP)</u> – Any assessment given (local or standardized) that results in a student satisfying the computer competencies required for an associate's degree.
<u>CPR</u> – Cardiopulmonary Resuscitation Certification
<u>Defense Language Institute Test (DLPT)</u> – The Defense Language Proficiency Test (or DLPT) is a battery of foreign language tests produced by the Defense Language Institute and used by the United States Department of Defense (DoD).
<u>DSST/DANTES (www.dantes.doded.mil)</u> – DSST (formerly DANTES Subject Standardized Tests) are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education Support (DANTES) program.
<u>Institutional Challenge Exam (Administered by Your Institution)</u> – Subject exams administered by the institution including written exams and/or demonstration of skills and competencies for credit courses or CTE content as determined by the appropriate faculty. (Credit by exam.)
<u>International Baccalaureate (IB)</u> – Completing the Standard Level (SL) or Higher Level (HL) exam.
<u>Marines</u> – Military training, coursework, and education usually found in a Joint Services Transcript (JST).
<u>Navy</u> – Military training, coursework, and education usually found in a Joint Services Transcript (JST).
<u>On the Job Training (OJT)</u> – Hands on method of teaching skills, knowledge, and competencies needed for employees to perform a specific job within the workplace. Employees learn in an environment where they will need to practice the knowledge and skills obtained during their training.
<u>Portfolio Based Assessment</u> – Portfolio-based assessment, sometimes referred to as individualized assessment, involves the collection of evidence, as well as individual reflection about the learning experience, in support of a person's claim for credit through prior learning. Using this method, a student prepares a structured, individualized portfolio that contains documents, artifacts, and other forms of evidence to demonstrate college-level learning. A portfolio can be hardbound, electronic, virtual, or a combination. The portfolio is then evaluated for college-level learning by a content expert, usually a faculty member who will determine if college credit can be awarded based on the portfolio assessment and possibly a performance or demonstration of learning.
<u>Professional Licenses/Certifications</u> – Industry-recognized credentials include: all occupational licenses and registries provided by state or national professional boards and includes certifications from a valid third party.
<u>Workforce Training</u> – Formal courses, training, or examinations offered by various organizations, from businesses and unions to the government and military. This can also be used for courses completed at a non-accredited organization.