



College of The Albemarle Procedure

Procedure Number: 3-22.1P

Pages: 1 of 4

Title: Advanced Standing- Credit for Prior Learning

Related Policy and Procedures:

Division of Responsibility: Division of Learning

February, 2003;

November, 2004; September 2013;

October, 2017

January, 2021

Date Approved by Board of Trustees

Date of Last Review

Date of Last Revision

College of The Albemarle shall develop a procedure outlining the granting of Advanced Standing as directed by the State Board of Community College guidelines in 1D SBCCC 800 – Credit for Prior Learning.

Administrative Responsibilities

It is the responsibility of the Vice President of Learning in conjunction with the Academic Deans to review and revise this Procedure.

PROCEDURES

A. Overview

Advanced standing is earned by granting credit for COA courses required in a program of study. A course waiver is given, without COA credit, based on past experiences or courses successfully completed. A student or prospective student may apply for advanced standing or a course waiver based upon work experience, military training, previous coursework, and/or successful completion of competency-based tests. This opportunity shall be publicized in appropriate catalogs, handbooks, and promotional materials as well as through faculty and staff communications.

The Dean, along with appropriate Department Chair of the respective instructional areas shall determine if Advanced Standing or Course waiver will be granted.



College of The Albemarle Procedure

Procedure Number: 3-22.1P

Pages: 2 of 4

B. Methods of Granting Advanced Standing/ Credits

The granting of Advanced Standing is based upon a student's achievement. When appropriate, the Dean and/or the Department Chair will employ standardized credit and course equivalency guidebooks in making individual determinations.

1. Advanced Placement Exams (CLEP or DANTES, for example)

These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

2. Experience

A student who possesses verifiable competencies of a specific course may request an assessment. This may include previous or related course work or work experience. Documentation of work experience may be required.

3. Licensure and Certification

A student who holds current licensure or certification in an occupational field may request exemption from courses in which these competencies are specified. Licensure or certification does not automatically equate to course waiver.

C. Methods of Course Waivers

Students may request Course Waivers for required courses. If approved for a course waiver, students will not be required to take the course, but also will not receive credit for the course. A student who receives a waiver must still complete the total number of required credits for the completion of the program. One or more of the following mechanisms may be used by the Dean or Department Chair to award a course waiver:

1. Having passed a Challenge Exam with a score at or above the minimum criteria level.

2. Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.

3. Successful completion of an apprenticeship program or having achieved journeyman status.

4. A student who holds current licensure or certification in an occupational field may request a waiver for courses in which these competencies are specified.



College of The Albemarle Procedure

Procedure Number: 3-22.1P

Pages: 3 of 4

D. Methods of Granting Advanced Standing/ Credits

One or more of the following mechanisms may be used for Advanced Standing/Credits:

1. Successful completion (i.e., a grade of "C" or better) of a comparable course from an accredited technical institute, college or university. Students may be requested to retake outdated courses when a specific programmatic reason has been documented.
2. Having passed a standardized test (e.g., CLEP, DAN TES). Credit may not be granted if a lab is required, or if a department does not allow certain CLEP credit.
3. Having passed a Challenge Exam with a score at or above the minimum criteria level.
4. Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.
5. Successful completion of an apprenticeship program or having achieved journeyman status.
6. Successful completion (i.e., a grade of "B" or better) of an approved certification examination (e.g., the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) examination).
7. Successful completion of an approved articulation program between a secondary school and COA.

E. Advanced Placement Exams (CLEP or DAN TES, for example)

College credit is granted for CLEP Subject Examinations contingent upon the following:

1. Examinee must score at or above the score recommended by College of The Albemarle;
2. Credit will be granted only for those Subject Examinations which parallel courses appearing in the college catalog in force at the time a student applies for credit;
3. Credit hours granted for a Subject Examination will be the same amount of credit the college grants upon successful completion of the equivalent course or sequence of courses (e.g., if an examinee successfully passes the American History Subject Examination, which covers the equivalent of two semesters of course work, the examinee would receive six semester hours of credit.);
4. Total credit granted for Subject Examinations and Credit by Examination (CBE) shall not exceed 30 semester hours (or 50% of program).
5. College of The Albemarle is not authorized to award credit for CLEP General Examinations. Additional information regarding CLEP Subject Examinations is available in the Director, Enrollment Services/Registrar's Office.



College of The Albemarle Procedure

Procedure Number: 3-22.1P

Pages: 4 of 4

F. Advanced Placement Exams/Credit by Examination (CBE)

A student seeking to exempt a course by examination must abide by the following guidelines:

1. Any student may present his/her request to receive credit for a course by an examination, five (5) working days prior to the beginning of the semester, to the advisor who has knowledge of the student's ability or who feels that the student's background should enable him/her to pass the examination. When the request has been approved or denied, the instructor will inform the student. Upon approval, the student will arrange a time with the instructor to take the exam. The instructor will administer the exam and submit the results on the "Credit By Examination Request" form to the Director of Enrollment Services/Registrar and the Assistant Registrar on or before the roster collection date (20%). The respective Department Chair must review the exam results and approve or deny the instructor's findings. In the case of differing recommendations, the Vice President of Learning will review the materials and make a final decision. When the course instructor is a Department Chair, another instructor in the department will review the request and the findings.
2. A request for credit by examination will be given only for courses on the schedule that particular semester unless the course is the only one needed to complete the student's program of study. Credit by Exam will not be allowed if there is an existing CLEP Test that the student may take.
3. CBE may be granted for no more than 50% of the required courses in a curriculum.
4. Only one attempt at a CBE is allowed for each course. To successfully challenge a course, the student must pass a comprehensive exam, based on standards set by the department, which are not lower than a "C". The grade received will be recorded on the student's permanent record as "CE". Note: Credit earned by examination may not transfer to another post-secondary institution.
5. Hours earned by CBE or audit will not be counted towards enrollment status for Title IV Financial Aid or VA benefits.
6. A student who fails a course is not eligible to earn credit by examination. Credits will not be awarded for a CLEP or CBE when a student has enrolled in the course in the past. Anatomy and Physiology courses will not be accepted through CBE for credits due to the laboratory/practicum nature of these courses.