

College of The Albemarle Procedure

Procedure Number: 5.2.9.1

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Title: Credits for Prior Learning

Related Policy: Policy 5.2.9 Credit for Prior Learning

Division of Responsibility: Learning; Student Success and Enrollment Management

College of The Albemarle (College) recognizes that students may request course credit for prior learning using apprenticeships, certifications and licensures, courses listed in high school to community college articulation agreements, military education and training, standardized examinations, challenge examinations, portfolio assessments, and public safety training prefix courses consistent with College policy and State Board of Community College code 1D SBCCC 800.2.

I. CREDIT THROUGH APPRENTICESHIP

Work-based learning (WBL) course credit may be granted for the experimental portion of a Registered Apprenticeship. Documentation including completed time on task shall be provided through an Apprenticeship Agreement and shall constitute the documentational requirements of a WBL experience. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

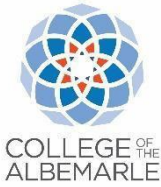
The College, participating employer, and North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

Upon successful completion of a registered apprenticeship, the individual may receive work-based learning course credit.

II. CREDIT THROUGH CERTIFICATION AND LICENSURE

Students seeking CPL via industry recognized and/or state regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the appropriate program coordinator/department chair, designated college official or office for consideration. The program coordinator/department chair and academic dean should review the request form and supporting documentation to determine whether the student is eligible to receive academic credit.

Students are responsible for providing evidence of their valid (non-expired) certification(s) for their request for articulated credit. Students must be enrolled in the associated program to receive course credit.



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III. HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT CREDITS

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit. Transcripts of high school courses must be submitted to the College.

IV. MILITARY EDUCATION AND TRAINING

Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact the registrar for more information.

V. STANDARDIZED EXAMINATIONS

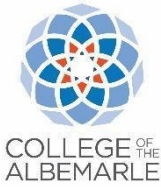
The College may award CPL credit for the following standardized examinations:

- A. College Board Advanced Placement Program ("AP"): College course credit will be granted to students who pass the AP examinations with a score of three, four or five.
- B. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
- C. College-Level Examination Program ("CLEP"): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.
- D. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
- E. International Baccalaureate Diploma Program: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

VI. CHALLENGE EXAMINATIONS

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.



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Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

A student seeking to exempt a course by a Challenge Exam (CE) must abide by the following guidelines:

- A. Any student may present their request to receive credit for a course by a challenge examination using the Challenge Exam request form and must document the request for a challenge exam based on completion of a similar college-level course or formal training. A CE will only be given for courses on the schedule for that particular semester unless the course is needed to complete a student's program of study. The request must be received at least five (5) College working days prior to the start of the course using the form. Upon approval, the student will arrange a time with the instructor, program coordinator, department chair, and/or academic dean to take the exam. The instructor, program coordinator, department chair, and/or academic dean will administer the exam/assessment and submit the results on the Credit for Prior Learning form. Under special circumstances an academic dean may approve CE requests.
- B. A Challenge Exam will not be allowed if there is an existing CLEP Test that the student may take.
- C. Only one attempt at a CE is allowed for each course. To successfully challenge a course, the student must pass a comprehensive exam or appropriate assessment, based on standards set by the department.
- D. Hours earned by CE or audit will not be counted towards enrollment status for Title IV Financial Aid or VA benefits.
- E. A student who fails or withdraws from a course is not eligible to earn credit by challenge exam.

VII. PORTFOLIO ASSESSMENT

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is "a formal communication" presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.



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To submit a portfolio for assessment, students must contact the department offering the course. Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

VIII. CREDIT THROUGH PUBLIC SAFETY TRAINING PREFIX COURSES

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Legal Reference: N.C.G.S. § 115D-5; 1D SBCCC 800.1; 4A SBCCC 100.1; 4B SBCCC 100.1

June 13, 2023

April 09, 2024

April 09, 2024

Date Approved by President's Leadership Team

Date of Last Review

Date of Last Revision