



### 3.35.0.1 Credit for Prior Learning - Procedure

#### Credit for Prior Learning

In accordance with Minnesota State Colleges and Universities (MnSCU) Board Policy, Century College will award credit for prior learning for college and university-level learning gained in non-credit or experiential settings, including military courses and training.

Credit for prior learning includes a broad range of nationally recognized and locally developed examinations as well as portfolio review or competence demonstration:

- Advanced Placement (AP) (3.15, 3.15.1)
- College-Level Examination Program (CLEP) (3.33, 3.33.1)
- International Baccalaureate (IB) (3.16, 3.16.1)
- Defense Activity for Non-Traditional Education Support (DSST formerly known as DANTES)
- Military Courses and Training
- American Council on Education (ACE)
- Tech Prep
- Credit by Examination
- Competency-Based Education (CBE)
- Certified Professional Secretary (CPS)
- Thomas Edison College Examination Program (TECEP)
- Excelsior Examinations
- New York Foreign Language Proficiency (NYUFLP)
- National Occupational Competency Testing Institute (NOCTI)

Once credits are accepted in transfer, the credits will be entered in the Degree Audit Reporting System (DARS) and apply to the student's program and graduation requirements, according to DARS.

#### Procedures and Guidelines

Once a student has been admitted to Century College and plans to participate in the required College new student orientation, a Transfer Specialist or Counselor will review information for a student seeking credit for prior learning completed. Students must provide requested official documentation and/or supporting information for the prior learning to the Transfer Student Services Office.

There is no limit to the total number of credits a student may earn through the credit for prior learning so long as the total of earned credits does not exceed the academic program credit limit. Credits earned through credit for prior learning are not resident credits and may not be used to satisfy resident credit requirements for graduation.

The following standards apply to the treatment of some credit for prior learning. (Standards for AP, CLEP, IB, DSST listed above are outlined in the respective separate policy and procedure). Most credit for prior learning may be considered through a petition process to meet certain requirements.

### **Military**

- Military students must provide a sealed official American Council on Education (ACE) transcript sent directly from ACE to the Transfer Student Services Office for review to determine the award of credit. A student copy of the military DD214 document may be required in certain situations to determine the award of credit. The DD214 is not a substitute for the ACE transcript, however.
- Elective course credits will be awarded when credit is achieved through the completion of military training or courses, based on the ACE guidelines and recommendations for granting college and university credit for military courses or training.
- The award of credit for a MnTC goal area(s) and/or to meet a certain requirement may be considered through a petition process.
- The list of military training and courses and how they transfer to Century College will be available on [uselectmn.org](http://uselectmn.org) and will be accessible through the Century College website.

### **DSST**

- Students must provide a sealed official DSST score report sent directly from DSST to the Transfer Student Services Office for review to determine the award of credit.
- Equivalent course credit will be awarded for each DSST exam that covers substantially similar material based on ACE guidelines and recommendations for granting college and university credit for DSST or a MnTC goal area(s). Elective course credits will be granted when a DSST examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
- DSST exams awarded electives and/or a MnTC goal area(s) may be considered through a petition process to meet certain requirements.
- The list of available DSST exams and how they transfer to Century College will be available on [uselectmn.org](http://uselectmn.org) and will be accessible through the Century College website.

### **Tech Prep**

- Students who successfully complete college-level coursework through the Northeast Metro Tech Prep Consortium (NEM 916) and/or Northeast Metro Career and Technical Center (NEM 916) will be awarded credit at Century College upon enrollment.
- Only those high school courses identified in articulation agreements with NEM 916 will be awarded transfer credit at Century College.
- The student is responsible for initiating the request for acceptance of Tech Prep credit by presenting proof of completion of a Tech Prep course(s) (Tech Prep Certificate of Credit from the associated Tech Prep Consortium).
- Tech Prep courses may fulfill elective credit(s) for some program/degree requirements including the AA degree at Century College. To receive credit for courses taken through NEM 916 students must:
  - Complete the course goals in the high school.
  - Maintain a grade of A or B in the course(s).
  - Enroll in courses at Century College within three years of completing the high school course(s).
  - Submit a high school transcript to Century College that shows graduation in good standing.
  - Present a Tech Prep Certificate of Credit and/or Northeast Metro Career and Technical Center transcript to the Transfer Student Services Office.

- Transfer credit will be awarded when a student who enrolled at Century College is verified and when the criteria above is met. Transfer credit will be awarded upon verification of enrollment at Century College and once the student has remained in course(s) past the tenth day of the semester.
- No detail or narrative supplement related to Tech Prep will accompany a Century transcript when a student requests a Century College transcript to be sent to another institution.
- The latest approved articulation agreement(s) will be in force until an updated or new agreement is in place.
- Students who have been awarded college credit(s) at Century College for Tech Prep courses(s) and intend to transfer from Century to another college or university should contact the Transfer Specialist at that college or university to determine how their Tech Prep courses(s) would be accepted at the institution. Each college or university decides which, if any, credit(s) transfer and whether those credits meet their degree requirements.
- For Tech Prep credit(s) earned through a consortium within the state of Minnesota presented to Century College **within** three (3) years of completing the high school course(s), credit would be awarded upon verification of an articulation agreement with the Tech Prep Consortium Coordinator. These Tech Prep credits may:
  - Fulfill elective credit(s) for some program/degree requirements, including the AA degree, at Century;
  - Fulfill some specific career/occupational program/degree requirements, at Century, by approval through an academic petition on a case by case basis.
- Tech Prep credit, related to existing Century transfer articulations, would be considered for course equivalency to any of the following Century courses and would be accepted as transfer credit without approval through an academic petition.
  - HLTH 1001 Medical Terminology
  - NURS 1001 Nursing Assistant
  - EMS 1010 CPR for the Professional Rescuer, American Heart
  - OFFT 1001 College Keyboarding
  - OFFT 1035 Advanced Word Processing
  - CAPL 1010 Introduction to Software Application
  - CAPL 1023 Microsoft Word
  - CAPL 1021 Microsoft PowerPoint
- A block of transfer credit(s) with the heading of the appropriate Tech Prep Consortium will appear at the top left corner of a Century College transcript for students who enroll at Century.
- Students need to remain in courses at Century College past the tenth day of semester or summer term to receive credit.
- A Century College transcript will be generated only if the student enrolls at Century College.
- The list of Tech Prep courses and how they transfer to Century College will be available on the NEM 916 website and will be accessible through the Century College website.

### **Competency-Based Education (CBE)**

- Competency-based education allows students to present nontraditional life and work learning experience as competencies to be evaluated for credit. Competencies must be the equivalent of what would have been achieved or learned through college coursework.
- Students must provide requested official documentation and/or supporting information for the prior learning to the Transfer Student Services Office.

- CBE credits from another institution will be accepted as general electives unless approved for other requirements through a petition process.

### **Certified Professional Secretary (CPS)**

- Students must provide a sealed official International Association of Administrative Professionals (IAAP) exam verification report sent directly from IAAP to the Transfer Student Services Office for review to determine the award of credit.
- Elective course credits will be awarded based on ACE guidelines and recommendations for granting college and university credit for IAAP. Students who successfully complete the CPS exam(s) in the past seven (7) years and have earned ten (10) Century College credits will receive a maximum of 16 elective credits.

### **References:**

Minnesota State Colleges and Universities Board Policy: 3.15, 3.16, 3.21, 3.33, 3.35, 3.36, 3.37

Minnesota State Colleges and Universities Board Procedure: 3.15.1, 3.16.1, 3.21.1, 3.33.1, 3.35.1, 3.36.1, 3.37.1

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