

## **DCTC Policy 3.35 Credit for Prior Learning**

### **Part 1. Policy Statement.**

It is the policy of Dakota County Technical College to provide students with the opportunity to earn credit through various methods of credit for prior learning. The College will inform and advise prospective and admitted students about the various ways in which credit can be obtained. Once the College residency requirement of 20 credits is met, students will not be limited on the total number of credits earned through credit for prior learning. Credits earned through the College Level Exam Program (CLEP) and Advanced Placement (AP) and International Baccalaureate (IB) examinations are not resident credits and may not be used to satisfy resident credit requirements for graduation. Official documentation of exam scores and/or course equivalencies must be provided to the college to obtain credit.

Dakota County Technical College will consider the Thomas Edison College Examination Program (TECEP), Excelsior examinations, New York University Foreign Language Proficiency (NYUFLP) examinations, the National Occupational Competency Testing Institute (NOCTI) assessments, Defense Activity for Non-Traditional Education (DANTES), DANTES Subject Standardized Tests (DSST), College Level Exam Program (CLEP), Advanced Placement Exams (AP), International Baccalaureate Exams (IB), ACE recommendations, and Articulated College Credit.

To determine awarding of transfer credits for students who participate in formal training, military education programs and/or have military experience, Dakota County Technical College will use the American Council on Education's (ACE) National Guide to Educational Credit for Training Programs and ACE's Guide to the Evaluation of Educational Experience in the Armed Forces.

### **Part 2. Definitions**

**Subpart A. Credit for Prior Learning.** College and university-level learning gained in non-credit or experiential settings.

**Subpart B. Assessment of Credit for Prior Learning Methods.** Refer to Minnesota State Colleges and Universities Procedure 3.35.1 Credit for Prior Learning at:  
<http://www.mnscu.edu/board/procedure/335p1.html>.

**Subpart C. Prior Learning Assessment.** Prior learning assessment is the process of faculty evaluation of student learning obtained through sources other than college-level coursework.

### **Part 3. Procedure**

#### **Subpart A. College Level Placement Exam (CLEP)**

1. A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for Level 2 foreign-language examinations, a student must earn a minimum score of 60 for German language, 59 for French language, and 63 for

Spanish language. These scores are consistent with recommendations made by the American Council of Education (ACE).

2. Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course.
3. Liberal Arts and/or general elective course credits shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. Official documentation of exam scores must be provided to the college to obtain credit.

#### **Subpart B. Advanced Placement (AP) Exams**

1. College credit will be granted to students who earn a three or higher in an AP examination.
2. College credit shall be granted for a specific college course for each AP examination that covers substantially similar material.
3. General elective credits shall be granted when an AP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. AP credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.
5. Official documentation of exam scores must be provided to the college to obtain credit.

#### **Subpart C. International Baccalaureate (IB) Credit**

1. Students who attain an IB diploma with a score of 24 or higher shall be granted credit as follows:
  - a. 8 semester credits each for four higher level examinations plus 2 semester credits each for two standard level examinations, for a total of 36 semester credits; or
  - b. 8 semester credits each for three higher level examinations plus 2 semester credits each for three standard level examinations, for a total of 30 semester credits.
2. A student may receive credits for individual higher level IB examination scores of 4 or higher.
3. Course credits shall be granted when an IB examination covers material that is substantially similar to an existing college course.
4. General elective credits shall be granted when an IB examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
5. IB credit that overlaps completed coursework for which college credit has already been earned will count as liberal art elective credit.
6. Official documentation of exam scores must be provided to the college to obtain credit.

#### **Subpart D. Military Education and Experience**

1. A maximum of 16 semester technical credits will be accepted as program or elective credits in transfer from military transcripts.
2. General education credits satisfying the Minnesota Transfer Curriculum (MnTC) will be accepted beyond the 16 semester credit maximum.
3. Students may petition for an evaluation of military credits believed to be equivalent to a specific program if equivalencies not already determined.

### **Subpart E. Prior Learning Assessments (PLA)**

1. A one credit course (INDS 1010 Credit for Prior Learning) is required for completing a prior learning assessment portfolio.
2. Prior learning assessments are evaluated through various methods such as demonstration, written documentation, performance, and/or evaluator/student discussions. PLAs are based on individual course outcomes.
3. Courses completed through PLAs are recorded according to the Office of Student Affairs standard procedures and are located on the upper corner of the student's transcript under "Prior Learning Assessment".

### **Subpart F. Credit by Examination**

1. Credits earned by examination are recorded on the upper corner of the student's transcript under the appropriate examination title.

#### **Related Documents:**

- Minnesota State Colleges and Universities Board Policy 3.35 and Procedure 3.35.1 Credit for Prior Learning;
- Subd. 2 Minnesota Statute 197.775 Higher Education Fairness

**Responsible Administrator:** Associate Vice President of Student Affairs

#### **Policy History:**

Date of Adoption: 5/17/2017

Last Revision date: 4/17/2017

Date most recent policy revisions go into effect: 6/5/2017

#### **Date and subject of revisions:**

Policy completely re-written in 2016-2017. Policy Committee Review Fall 2016 through Spring 2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review 12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017 through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.