

DCTC Procedure 3.35.2 Credit for Prior Learning - Internal

Part 1. Procedure

To establish consistent practices and procedures for credit for prior learning internal assessments, evaluations, and the award of undergraduate credit to students admitted to Dakota County Technical College.

Part 2. Definitions

Course-equivalency assessment

Assessment of learning outcomes that substantially demonstrate comparable outcomes expected in or required for a specific course, as described in the official course outline.

Credit by exam

Credit awarded through assessment based on an examination developed by college faculty, commonly for, but not limited to, course-specific learning equivalency.

Credit for prior learning (CPL)

Academic credit awarded for demonstrated college-level learning gained through learning experiences outside college credit-bearing courses and assessed by academically sound and rigorous methods and processes.

Credit for prior learning (CPL) - internal college assessments

College assessment methods and processes used by Minnesota State faculty to assess students' demonstrated learning. Such assessments determine equivalency to course outcome for course-equivalency and application to degree requirements or electives. CPL internal assessment types may include, but are not limited to, credit by exam, prior learning portfolio assessments, or individualized course assessments,-and performance-based assessment-

Learning Outcomes

The demonstration of learning outcome proficiency in a subject, described in terms of what the learner knows and can do or apply. Competence of these learning outcomes may be standardized or individualized, and must be set at college-level if assessed for credit.

Learning Outcome-based assessment

Assessment of learning outcomes described and demonstrated in terms of knowledge, or skill or proficiency.

Portfolio assessment

A method of documentation of college-level learning gained from learning experiences outside of the college or university credit-bearing course, in which a student assembles materials demonstrating evidence of learning outcomes into a portfolio. College faculty assess the portfolio materials as evidence of learning to determine whether and how much credit will be awarded. Portfolios will be created to assess a specific course or individual subject.

Prior learning

Learning gained in life, community and/or work-based settings, and through experiences outside of the college credit-bearing course, including but not limited to independent study, life experience and reflection, non-credit study programs, career education, continuing education, online learning or instruction and training or certificate programs. The learning occurs “prior to” the student’s request for assessment at Dakota County Technical College.

Part 3. Credit for Prior Learning (CPL) - Internal College Assessments

Dakota County Technical College will offer students the opportunity to demonstrate college-level learning for CPL internal college assessment options that includes the components listed below.

Subpart A. Types of CPL internal college assessment

CPL internal assessments may include, but are not limited to, credit by exam, course equivalency assessment, individualized-subject assessment, portfolio assessment, and performance based assessment.

Subpart B. Credit award for CPL college assessments

CPL internal college assessments of student learning outcomes and skills must be conducted by college faculty with related subject-area expertise.

College faculty evaluate student learning and determine a credit award based on learning outcomes comparable to college level learning outcomes.

Subpart C. CPL credit award

Dakota County Technical College assesses prior learning in a single-course process that reviews one course using documentation and assessment process.

DCTC will assess prior learning outcomes for credit at an undergraduate level, and shall communicate to students the expectations for the learning outcomes. DCTC will award credit for CPL internal college assessments for an active course offered by Dakota County Technical College.

Credit through internal CPL will not be awarded for courses similar to Internship, Capstone and Portfolio, or foreign languages. Foreign languages can be assessed with an external assessment such as CLEP.

Credit awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program and/or elective courses.

Credit through internal CPL must occur prior to the student’s last semester before graduation.

Subpart D. Residency credit for CPL internal college assessment

Credit awarded through CPL internal college assessments will apply toward residency credit requirements at the DCTC.

Subpart E. Recording of CPL internal college assessment credit awarded

Dakota County Technical College will designate the credit awarded for CPL internal college assessments as a course on the official student transcript. The source of the credit award must be entered into the student record system but must not be displayed on the official student transcript.

Subpart F. Credit limit for CPL internal college assessment

Dakota County Technical College will not limit the total number of credits students may be awarded for CPL internal assessments.

Subpart G. Tuition and fees for CPL internal college assessment

Dakota County Technical College will charge fees to students for CPL internal college assessments through per-credit type fee structure. Tuition will be charged for credit-bearing instruction related to prior learning assessment principles, methods, and processes, such as for a portfolio development course. Fees may be charged for CPL internal assessment services, such as credit by exam or processing portfolios and documentation.

DCTC will clearly publish and communicate all CPL internal assessment fees to students. Fees charged for CPL internal college assessments or assessment services is independent of the results of the CPL internal assessments.

Part 4. Transfer of Credit Awarded for CPL Internal College Assessment

A student who is awarded credits based on CPL internal college assessments and transfers to another college or university within Minnesota State must have their credits evaluated in the same manner as course credits that have been successfully completed pursuant to System Procedure 3.21.1 Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum.

Part 5. Implementation**Subpart A. Student responsibility**

1. A student must be admitted to Dakota County Technical College to be eligible for the award of credit for prior learning through CPL internal college assessments.
2. Students seeking credit for prior learning through CPL internal college assessments are responsible for seeking information and advice on the use of that credit in their program, including understanding processes, expectations, and assessment criteria; academic and financial aid implications; and any applicable pre-requisites or limitations based on degree program, MnTC criteria, etc.
3. Students seeking credit for prior learning through CPL internal college assessments shall provide official documents and/or supporting information as specified by DCTC policy and procedure.

4. Students shall adhere to college policies and procedures for the award of credit through CPL internal college assessments.

Subpart B. College responsibility

Dakota County Technical College has established a process for implementation that includes, the following:

1. DCTC publishes opportunities for CPL internal college assessments in its print and electronic media catalog and related publications. Published information will include the following:
 - a. CPL internal college assessments,
 - b. Applicable CPL policies and procedures,
 - c. Eligible courses and content areas, and
 - d. CPL appeal process.
2. DCTC will provide a petition or proposal process that enables students to request consideration of opportunities for prior learning assessment that do not appear on the list of identified courses or content areas.
3. DCTC provides students with information about CPL internal college assessment processes, applicable policies, required documentations, appeals process, transfer information, and the impact that credit awarded for prior learning may have on financial aid eligibility.
4. If Dakota County Technical College is not able to offer a CPL internal college assessment, DCTC will refer students to a system list of colleges and universities that offer the option and information about accessing the opportunity and applying it to their Dakota County Technical College program.

Part 6. Appeals

DCTC has established an appeals process that may be used by students who are denied credit requested for CPL through the internal college assessment process.

Related Documents:

Minnesota State Colleges and Universities Board Policy 3.35
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: 02/18/2020

Date most recent policy revisions go into effect: 02/18/2020

Date and subject of revisions:

2020: Separated the previous procedure for Prior Learning into three separate procedures for clarity.

2017: 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.