FingerLakes
COMMUNITY COLLEGE

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Policy Name: Credit for Prior Learning (CPL) **Policy Number:** None

Functional Area(s) Responsible: Academic & Student Affairs

Owner(s) of Policy: Academic & Student Affairs

Most Recent BOT Approval Date: May 1, 2024 (New Policy)

Most Recent Review Date: Spring 2024

Most Recent Review/Revision Type: ☐ none   ☐ minor/non-substantive   ☐ substantive/extensive

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Policy Statement:

Finger Lakes Community College (FLCC) acknowledges that learning takes place beyond the classroom. There are several ways in which students may have acquired college level learning, including advanced placement high school courses, pursuit of personal interests, travel, service in the armed forces, reading and independent study, professional development, work experience, or previous college experience. FLCC will award credit for prior learning by reviewing and validating the learning on an individual basis using recognized or approved tools and methods.

The maximum number of credits to be awarded for prior learning will be subject to FLCC's residency / degrees and certificates policy.

Different colleges use different policies on the acceptance of Credit for Prior Learning (CPL) or Prior Learning Assessment (PLA), as such Finger Lakes Community College cannot guarantee the transferability of credit for prior learning that has been awarded at a previous college.

Credit by evaluation/examination, credit for in-service coursework, and credit for prior learning may be granted subject to compliance wit This policy is designed to ensure that college credits are awarded in accordance with applicable provisions of the New York State Education Law, New York State Education Department regulations, and State University of New York (SUNY) policies and procedures.

h the specific procedures set forth in this policy. Students are encouraged to consult with an academic advisor regarding the use of credit for prior learning in their educational planning.

Reason(s) for Policy:

This policy is designed to ensure that college credits are awarded in accordance with applicable provisions of the New York State Education Law, New York State Education Department regulations, and State University of New York (SUNY) policies and procedures.

Applicability of Policy:

All students, faculty, admissions personnel, and personnel responsible for making determinations relative to awarding academic credit should be familiar with this policy.

Definitions:
None

Related Documents:
- State University of New York (SUNY) Policy for Award of Academic Credit by Evaluation
- Finger Lakes Community College (FLCC) Degree and Certificate Requirements Policy
- Finger Lakes Community College (FLCC) Grading Policy
- Finger Lakes Community College (FLCC) College Catalog

Procedures:
Transfer Credits:

FLCC will accept transfer courses with a "C-" or higher if they are from a regionally accredited college or university, when those courses can be applied to the student's program of study. FLCC does not determine transferability exclusively based on the sending institution's accreditation. To have a course accepted for transfer at FLCC, the course content, learning outcomes, and hours of instruction of the course will be the primary determining factors to its transferability. Transfer credit evaluations will be done on a course-by-course basis by the Student Records Office in consultation with Academic Department Chairpersons.

Credits may be accepted for transfer credit from non-accredited colleges and universities; evaluation for transfer credit will be made on a course-by-course basis.

The application of transfer credits to a curriculum is subject to departmental guidelines.

The maximum number of credits to be awarded for prior learning will be subject to FLCC's residency / degrees and certificates policy. Transfer course grades and quality points earned at the transfer institution are not reflected in a student's grade point average.

Students who have earned credits at a college or university outside of the United States must have their credits evaluated by a professional credential evaluation agency.

The following process is used to evaluate transfer credit:

1. Students who have acquired college credit from another institution/organization, and who wish to receive transfer credit must submit official transcript(s) to the Admissions Office.

2. A transfer credit evaluation will be completed by the Student Records Office.

3. The student will receive a transfer credit evaluation electronically indicating the transfer credits awarded toward the chosen degree program.

4. All documents will be stored in accordance with the record retention policy.

After a student has matriculated, approval from the Student Records Office should be obtained to transfer in credits for the degree. Failure to do so may result in non-acceptance of transfer credits.

SUNY Transfer Appeal Process

Students who do not agree with the college's decision regarding credit earned at a prior SUNY institution may submit an appeal to the Finger Lakes Community College Provost's Office. Students submitting an appeal must provide reasonable documentation to support their appeal, such as the course description or syllabus. If an agreement cannot be reached, an appeal may be made to the SUNY system Provost.

Military Training and Occupations:

Basic Military Training: The Physical Education department awards up to 4 credits of physical education be granted for completion of Basic Military Training. The student must present their military discharge papers (DD214) to the Student Records Office in order to verify military service.

Credit for prior learning may be applied toward a degree program for knowledge and experience gained through military service, using credit recommendations from the American Council on Education (ACE) Military Guide and Joint Services Transcript (JST).

Credit by Examination:

Several programs exist that design and administer examinations in college subject areas:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- DSST (formerly DANTES Subject Standardized Tests)
- Defense Language Proficiency Tests (DLPT)
- Excelsior College Examinations
- College Level Examination Program (CLEP)
- Other Recognized Licensures/ Examinations
- Course Challenge Examinations

Examination credit is not used in calculating a student's grade point average. FLCC utilizes the American Council on Education (ACE) recommendations for minimum scores, and number and type of credits awarded for these examination programs.

1. Students who have participated in these examinations must have an official examination grade report from the examination organization sent to the Student Records Office for evaluation.

2. Credit is evaluated on a course-by-course basis by the Student Records Office in consultation with Academic Department Chairpersons.

3. Student Records will apply the appropriate credit and notify the student.

4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Advanced Placement (AP) Program

The College Board-sponsored AP program offers secondary students an opportunity to study one or more college-level courses, and depending on examination results, to receive advanced placement and/or college credit. FLCC will consider transfer credit for those students who have completed AP exams and earned a score of 3 or higher.

International Baccalaureate (IB) Diploma Program

The International Baccalaureate (IB) Diploma Program is a pre-college course of studies which is designed as a comprehensive two-year curriculum, covering the last two years of high school education. Test scoring is a combination of grades earned for coursework completed in the classroom (evaluated by the teacher) and grades earned on final exams (evaluated by external examiners). Both the IB courses and the IB examinations are given at two levels of study. Higher Level (HL) requires a minimum of 240 hours of instruction, whereas Standard Level (SL) covers a minimum of 150 instructional contact hours. FLCC awards academic credit for a minimum test score

of 4 in High Level (or Standard Level); transfer credit awarded only for credits applicable to student's degree program.

DSST (formerly DANTES Subject Standardized Tests)

DSST exams are given in liberal arts, business and technology subject areas. FLCC is a DSST testing center. Cut-off scores vary by subject test and are available from the Student Records Office.

Defense Language Proficiency Tests (DLPT)

The Defense Language Proficiency Test (DLPT) is a battery of foreign language tests produced by the Defense Language Institute and used by the United States Department of Defense. They are intended to assess the general language proficiency of native English speakers in a specific foreign language, in the skills of reading and listening. FLCC will award academic credit for a minimum test score of 3.

Excelsior College Examinations

Excelsior College Examinations are offered in liberal arts, business, and nursing subject areas. Registration is completed directly with Excelsior College in Albany. Exams are scheduled and administered at a Prometric Testing Center. Cut-off scores vary by subject test and are available from the Student Records Office.

College Level Examination Program (CLEP)

CLEP exams are offered in liberal arts and business subject areas. Registration is completed through a CLEP testing center. Visit the College Board website for more information and a list of test centers. Cut-off scores vary by subject test and are available from the Student Records Office.

Course Challenge Examinations may be offered for college credit for any course at the discretion of the individual department. The student must receive a grade of "C" or higher to receive credit. Each individual department will determine the level of proficiency it will accept. The candidate may not re-take unsuccessfully completed FLCC challenge examinations for the same course. The cost of the examination will be a fee as established by the Board of Trustees. This fee is in addition to a student's regular tuition and fees. The student does not register for, or pay for, the number of credits associated with the course.

1. The student obtains the Course Challenge Exam form from the One Stop or the academic department.

2. The student submits the Course Challenge Exam form to the appropriate Department Chairperson.

3. The Department Chairperson, within 10 business days, either approves the course challenge exam request or provides the student with a written rationale as to why it was not approved.

4. The student pays the fee at the Student Accounts Office.

5. An instructor recommended by the department chair creates the examination.

6. The department chair arranges the time and place for the student to take the exam.

7. The student will be notified within one week of completing the examination of the results.

8. If the student is successful, the department chair notifies the Student Records Office.

9. Student Records Office applies the appropriate credit as "credit by FLCC exam".

10. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Portfolio Review

Credit may be applied toward a degree program for knowledge gained through specific life experiences through a portfolio assessment process. Students will demonstrate college-level learning by providing a substantive organized collection of evidence that demonstrates mastery of course learning outcomes of a specific course offered at FLCC.

Portfolio review credit is not used in calculating a student's grade point average. Students seeking credit in multiple disciplines may need to complete multiple portfolios. Students will be responsible for paying fees as established by the Board of Trustees.

1. The student works with a PLA Coordinator during the admissions process.

2. The PLA Coordinator will advise the student on moving forward and provide the Portfolio Proposal form (s).

3. The student submits completed Portfolio Proposal form(s) to the Department Chairperson(s) or appropriate discipline faculty member(s). Critical components of a portfolio are:

    a. The learning outcomes being addressed.

    b. A description of the student's learning, where it took place and how it aligns with the course learning outcomes.

    c. Documentation that can attest to the student's knowledge. This could include certificates, licenses, publications, awards, testimonials, etc.

    d. Documentation of any related non-collegiate training or instruction that the student has received. These could include workshops, internships, personal instruction, etc.

4. The Department Chairperson/faculty, within 10 business days, either approves the portfolio request or provides the student with a written rationale as to why it was not approved.

5. The student pays the fee to the Student Accounts Office.

6. If the awarding of credit is recommended, the Student Records office applies credit on the transcript as "portfolio review credit."

7. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Articulated Credit: Allows students to receive college credit for completing credentials, licensures, examinations or other non-credit courses and programs. Credit will only be given for approved Articulation Agreements which define the course equivalencies. Articulation agreements are created through consultation between the academic departments and the Provost's Office. Students must be matriculated before credit will be awarded. Articulated credit is not counted toward residency requirements, is not used in calculating a student's grade point average.

1. The student will obtain and complete a Credit Conversion Form from the AVP for Academic Technology & High Impact Practices.

2. The student will submit the completed form and proof of successful completion of credentials, licensures, examinations or non-credit coursework to the Student Records Office for evaluation.

3. The Student Records Office will apply the appropriate credit and notify the student.

4. All documents will be retained by Student Records and stored in accordance with the record retention policy.

Forms/Online Processes:

- Course Challenge Exam Form
- Portfolio Proposal Form
- Credit Conversion Form

Appendix:

None