



Credit for Prior Learning Procedure & Form Riverland Procedure #3.35.1

PURPOSE:

These procedures define the requirements for implementation of Riverland Community College's Credit for Prior Learning Policy to enable students to enrich or accelerate their programs of study by eliminating duplication of their educational efforts through the awarding of credit for prior learning.

Procedures:

Part 1. Credit for Prior Learning General Procedures

1. The student applies and is accepted to Riverland Community College.
2. The student declares a program of study.
3. The student reviews the CPL information found on the www.riverland.edu/academics/credit-for-prior-learning/ website to gain an overview of the process and to self-assess eligibility for CPL.
4. The Student completes the CPL Application on the Riverland CPL website (above). The student's application information is routed to the CPL Coordinator who then reviews it and responds to the student's inquiry. This response includes confirmation of CPL Application, requests for additional information (as needed), and explanations of next steps in the process.
5. Once sufficient information has been received from the student, the student and the CPL Coordinator discuss what potential options for CPL are available to the student and the feasibility of documenting skills and knowledge, based on course competencies and learning objectives.
6. When credit can be attained through methods other than CPL, such as transfer of credits, the student will be referred directly to an Academic Advisor or Associate Registrar. Otherwise, the CPL Coordinator forwards the student's CPL Application to the appropriate Academic Dean.
7. The Academic Dean identifies a credentialed faculty member to serve as the Faculty Assessor, following these guidelines, listed in order of priority.
 - o Unlimited Full-Time faculty in the subject area currently teaching the course, or who have regularly taught the course
 - o Temporary Full-Time or Temporary Part-Time faculty in the subject area currently teaching the course, or who have regularly taught the course
 - o If no Riverland UFT, TFT, or TPT faculty are willing or available, it falls to the dean's discretion to offer the PLA opportunity to:
 1. Qualified adjunct faculty in the subject area currently teaching the course, or who have regularly taught the course.

2. Appropriately credentialed MinnState faculty who have taught an identical or very similar course.
8. The Faculty Assessor will confer with the student to determine appropriate assessment method(s), expectations, criteria, and timeframe using the CPL: Prior Learning Assessment Criteria Form. This form is to be completed by the faculty assessor, shared with the student petitioning for credit, and saved with the student's CPL file.
9. The student is charged and pays a non-refundable fee based on the CPL assessment method. After the fee has been paid, the CPL Coordinator is alerted. The CPL Coordinator then informs the faculty and student that they may proceed with the Prior Learning Assessment.
10. The Faculty Assessor conducts the PLA and may request further information from the student. Students are encouraged to make a complete copy of assessment materials for their own use before submittal. Submitted assessment materials become the property of Riverland Community College.
11. The Faculty Assessor determines whether a student's prior learning demonstrated the equivalency of the course based on meeting 75% of the learning outcomes. The Faculty Assessor will specifically state which outcomes are met and which outcomes are not met. If the student met a significant portion of learning outcomes, but less than 75%, the Faculty Assessor may consider other CPL options or credit awards (for example: partial credit award and/or an independent study).
12. The Faculty Assessor will complete the CPL Prior Learning Assessment (PLA) Evaluation Form for each course where credit was requested signifying approval and a corresponding letter grade or denial of the credit request with a sufficient explanation. The CPL Evaluator Response form will be forwarded to the CPL Coordinator.
13. The CPL Coordinator will review the CPL Prior Learning Assessment (PLA) Evaluation Form, confirm completion by faculty, and recommend appropriate entries to the student transcript. The CPL Coordinator will notify the Registrar, Faculty, and the Dean's Administrative Assistant of process completion.
14. Credits shall be transcribed according to Minnesota State System Policy.
15. The CPL Coordinator will notify the student in writing of the final outcome of the-Prior Learning Assessment and Credit for Prior Learning petition.
16. If the evaluation outcome is a denial of credit, the student may attempt a second time, upon approval of the faculty. Students are limited to two attempts at CPL per course.
17. If a student disagrees with the CPL evaluation outcome, Riverland's standard academic appeal process should be followed. The student must submit an appeal within six months of notification of the CPL assessment decision.

Part 2. Specific Procedures for Assessing Methods of Credit for Prior Learning

The assessment of Credit for Prior Learning CPL includes the use of a broad range of tools for demonstration of competence that includes but is not limited to: nationally recognized and locally developed examinations; individual assessments; portfolio review; non-college education and training and industry recognized credentials.

A. Externally-Designed Prior Learning Assessments: Standardized Exams

- **Advanced Placement Exam (AP)** is a program of the College Entrance Examination Board through which secondary students' complete college-level courses in high schools that are designated as AP and earn college credits by demonstrating a specified level of

performance on AP examinations. The AP examinations can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

- After a student has taken the exam and successfully passed it with a score of 3 or above, the student provides the college with an official report of AP examination score in order to be granted credit.
- After the credit(s) are transcribed, the CPL Coordinator will notify the student of the successful petition for Credit for Prior Learning.
- **International Baccalaureate (IB)**
 - Student shall submit an official IB diploma or a certificate recognizing specific higher level or subsidiary level test scores to the CPL Coordinator.
 - Riverland will grant credit for IB examinations according to the following:
 - IB diploma
 - Students who attain an IB diploma will be granted six (6) lower division course credits for scores of 4 or higher on each higher level IB examinations and two (2) lower division course credits for scores of 4 or higher on each standard level IB examination.
 - Individual IB examinations
 - Higher level examinations. A student will receive three (3) or more course credits for scores of 4 or higher on individual higher level IB examinations.
 - Standard level examinations. A student shall receive two (2) or more credits for scores of 4 or higher on individual standard level IB examinations.
 - IB testing information can be found at www.ibo.org.
 - Upon completion of Riverland's review of the student's IB diploma or certificate, credit will be awarded, as appropriate.
 - The student is then notified of the outcome.
- **College Level Examination Program (CLEP)**
 - The student should consult [Transferology](#) to find what CLEP exams are accepted for specific Riverland courses.
 - The student then register for the appropriate exam at <https://clep.collegeboard.org>.
 - After the student has taken the CLEP exam and earned a passing score, the student submits an official report of the examination to the CPL Coordinator.
 - A credit award will be made, as appropriate, according to [Transferology](#) guidelines.
 - Once the CPL Coordinator has finished the review of the student's CPL petition, the CPL Coordinator will notify the student regarding the awarding of credits.
- **Thomas Edison College Examination Program (TECEP)** exams are similar to final exams for college courses and are available to adults who have acquired college-level knowledge outside the classroom. Credit may be awarded in subject areas such as English composition, humanities, social sciences, natural sciences/mathematics, business and management, computer science technology, and applied science and technology.
 - Students who desire to complete TECEP Exams should visit TECEP at www.tesu.edu/degree-completion/Testing.cfm
 - Upon successfully passing an exam, the student should submit an official report to the CPL Coordinator.
 - Once an audit of the exam has been completed and a course equivalency determined, credit will be awarded and the student notified of the result.

- **Excelsior College Examinations (UExcel)**
 - UExcel Excelsior College Examination Program is a credit by examination program offered in a computer-based format. Credit may be awarded in subject areas such as business, education, humanities, natural sciences & mathematics, nursing, social sciences/history, technology, and business ethics.
 - Students who desire to complete UExcel Exams should visit: www.excelsior.edu/exams/
- **New York University Foreign Language Proficiency (NYUFLP)**
 - The NYU School of Professional Studies offers more than 50 different language-testing examinations to evaluate knowledge of a foreign language.
 - Students who desire to complete NYUFLP Exams should visit: <http://www.scps.nyu.edu/academics/departments/foreign-languages/testing.html>
- **National Occupational Competency Testing Institute (NOCTI)**
 - Riverland may grant credit to students who have met or exceeded national average scores on the NOCTI assessments for specific skill sets in specific program areas.
 - Students are responsible to provide documentation to support their request.
- **DANTES Subject Standardized Tests (DSST)**
 - DSST exams are available to anyone who is seeking college credit outside the traditional classroom, including college students, adult learners, high school students, and military personnel. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities.
 - Students who desire to complete DSST Exams should visit www.getcollegecredit.com/
- **Minnesota Bilingual and Multilingual Seals and World Language Proficiency Certificates**
 - Minnesota districts and charter schools may award Minnesota bilingual and multilingual seals and world language proficiency certificates to high school graduates who demonstrate the required levels of language proficiency in speaking, writing, reading and listening for languages other than English, including American Sign Language (ASL) and American Indian (indigenous) languages in grades 10, 11, 12 regardless of how the language was learned. Bilingual and multilingual seals are awarded upon graduation.
 - In order to receive college credit, a student should submit an official high school transcript with the bilingual seal or world language proficiency certificate listed on it. This may be submitted through the online Riverland CPL site or by sending directly to the Transfer Specialist.
 - The certificate alone will not be accepted, it must be listed on the official high school transcript.
 - Students must request college credit within three (3) academic years of graduation from high school and upon enrollment at Riverland Community College.
 - Riverland will grant credit for K-12 world language proficiency levels set by the American Council on the Teaching of Foreign Languages (ACTFL) guidelines and shown in the following table.

Certificates, Seals	ACTFL Proficiency Level	Credits
World language proficiency certificate	Intermediate-Low	2 semesters
Gold bilingual or multilingual seal	Intermediate-High	3 semesters per language
Platinum bilingual or multilingual seal	Advanced-Low	4 semesters per language

- Additional findings, determinations, and recommendations, as required by the legislation, can be found within the February 15, 2015 legislative report, “Review of World Language Competencies and Determination of Credit Equivalencies.”

B. Internally-Designed Prior Learning Assessments

- **Credit by Exam: Faculty-Designed (Challenge Exam or Test-Out)**
 - A challenge exam is an opportunity for a student to demonstrate college-level learning through course-specific institutional examination designed by college faculty who teach the course.
 - For this method of PLA, the Credit for Prior Learning General Procedures (Part 1) should be followed.
- **Portfolio Review**
 - A CPL Portfolio is a collection of information gathered by the student and presented in a systematic format that validates the prior learning.
 - If the student and Faculty Assessor agree to Portfolio Review as a means of PLA, the **Credit for Prior Learning General Procedures 1 through 8** should be followed.
 - The student then constructs an evidence file which demonstrates college-level learning for at least 75% of the student learning outcomes for the petitioned course. This evidence may include, but is not limited to:
 - Testimony regarding confidence
 - Current resume
 - Learning products/documentation (essays, work samples, learning logs)
 - Course competencies matrix
 - Performance or examinations, oral or written
 - Demonstrations or simulations
 - When ready for evaluation, the process continues following **Credit for Prior Learning General Procedures** above, resuming at **Step 9** in which the student pays the appropriate PLA fee.
 - The assessment of prior learning will be based on the documentation presented. After meeting with the assigned Faculty Assessor and agreeing to the portfolio assessment method, expectations, and timeline, the student will submit portfolio materials and any additional documentation requested by the assigned faculty evaluator. If the portfolio is returned for minor revisions, a date of return will be listed on the PLA Evaluator Response Form.
 - If a student is not awarded credit after a first review of the portfolio, he/she may submit the portfolio for a second review based on the feedback of the assessor. There will be a fee for the second review. A portfolio submitted for a second time will be reviewed by the initial faculty assessor. A portfolio will be reviewed a maximum of two times.

- Students wishing to appeal the outcome of a portfolio review will follow the standard academic appeal process. The appropriate Academic Dean may initiate a review by a second party assessor if deemed appropriate.
- **Skills Assessment**
 - A skills demonstration or simulation is used to assess a wide range of practical-based learning outcomes including applied skills and knowledge, such as laboratory skills, interpersonal skills or oral language skills. Sufficient evidence must be made available from the skills demonstration for verification and authentication of learning.
 - As with other Internally-Designed Prior Learning Assessments, the **Credit for Prior Learning General Procedures** should be followed.
 - Necessary materials will be made available to the student at the time of the skills assessment.

C. Evaluation of Non-College Education and Training

For all types of Non-College Education and Training, the **Credit for Prior Learning General Procedures** should be followed.

- **ACE Military – Training, Occupations and Other Military Credit** - Riverland utilizes the American Council on Education’s Guide to the Evaluation of Educational Experiences in the Armed Forces which recommends college credit for formal courses offered by all branches of the military and for military occupations. These recommendations appear on the service member’s Joint Services Transcript (JST) for the Army/National Guard, Navy/Coast Guard, Marine Corps, and Air Force. Other Military Credit refers to Riverland’s evaluation of military training or experience which has not been recommended by the American Council on Education.
 - Student obtains military transcript:
 - Air Force (CCAF) transcripts: www.au.af.mil/au/barnes/ccaf/transcripts.asp
 - Army, Navy, Marine Corps, Coast Guard - Joint Services Transcript (JST) go to jst.doded.mil/
 - If military transcripts are unavailable, student may submit DD Form 214 (Certificate of Release or Discharge from Active Duty) in addition to Military Occupational Specialty (MOS) and copies of non-commissioned officer enlisted evaluations.
 - Student submits military transcript(s) and, if needed, supplemental materials to Riverland’s CPL portal or directly to the CPL Coordinator.
 - The ACE Guide to the Evaluation of Educational Experience in the Armed Services will be used as the evaluation tool. For further information see *A Transfer Guide: Understanding Your Military Transcript and ACE Credit Recommendations* at www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx
 - A list of Riverland courses with military equivalents can be accessed on the Riverland CPL webpages under [Military Coursework and Skills Documentation](#)
 - Appropriate credit award is transcribed following the guidelines above.
 - Student is notified of credit award.
- **ACE CREDIT – Education, Workplace and Training** - The American Council on Education (ACE) College Credit Recommendation Service helps adults gain access to academic credit for formal courses and examinations taken outside traditional academic programs.

- In order to seek credit for ACE recommended education, workplace, and training, the student should do the following:
 - Request an ACE transcript at www2.acenet.edu/credit/?fuseaction=transcripts.main##
 - Have an official ACE transcript sent directly to Riverland Community College, Attn: CPL Coordinator; 1900 8th Avenue NW, Austin, MN 55912.
- Appropriate credit award is determined following ACE guidelines, then transcribed.
- Student is notified of credit award.
- **Industry Credential Review** - Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations. Students who have earned any certifications or industry-recognized credentials that align with Riverland’s curriculum may be able to earn college credit.
 - A list of pre-approved industry credentials is found on Riverland’s CPL webpages at <https://www.riverland.edu/academics/credit-for-prior-learning/industry-credential-review/>.
 - In order to seek credit for a technical or professional certification or industry credential, the student must provide official documentation of current certification or industry credential(s).
 - Certificates and industry credentials will be checked for validity through the issuing body.
 - The credential must be current as of the last day of the awarding semester.
 - The student may be asked to verify continuation of knowledge and skill through demonstration.
- **Technical or Professional Apprenticeship** is a review of apprenticeship programs. Credit is considered for a combination of comprehensive on-the-job training and related instruction of theoretical and practical aspects of highly skilled occupations.
 - Students who have completed or are currently enrolled in a Technical or Professional Apprenticeship Program that aligns with a Riverland program may be eligible to earn college credit.
 - In order to seek credit for a technical or professional apprenticeship, the student must provide official documentation. Documentation must include:
 - Occupation and the total hours completed for the apprenticeship
 - Processes learned in the apprenticeship and the hours spent at each process
 - Number of hours spent by the apprentice in related and supplemental instruction
 - Journeymen certificate if applicable
 - Employer contact information for validation
- **Technical or Professional Licensure** is a review of technical or professional licensure programs.
 - In order to seek credit for a technical or professional licensure, the student must provide official documentation of current, valid licensure.
 - Certificates and industry credentials will be checked for validity through the issuing body.
 - The credential must be current as of the last day of the awarding semester.
 - The student may be asked to verify continuation of knowledge and skill through demonstration.

- **Digital badges** are an online validation of proof of skills, achievement, outcome, competency or completion of a course that a student has earned. Badges enable academic institutions and professional associations to recognize professional and experiential learning achievement in a way that can be verified and shared online. A student that has earned a Badge(s) that aligns with Riverland’s programs may be able to earn college credit.
 - The following conditions apply for the awarding of college credit for badges:
 - Badges must be valid, as authenticated by the CPL Coordinator or assigned Faculty Assessor.
 - Badges may need to be verified through demonstration of the knowledge and skill acquired.
 - In order to seek credit(s) for a Badge(s) the student must complete the following:
 - Provide evidence of each Badge.
 - Provide criteria for earning each badge from the issuing organization.
 - Provide contact information for the issuing organization.

D. Assessment of Other Learning

- **Minnesota Articulated College Credit (Tech Prep)** - Students who enrolled in articulated high school courses and successfully meet specific criteria for each course may request to have Minnesota High School Tech Prep College Credits entered on their Riverland college transcript. A full list of high schools and colleges participating in Minnesota Articulated College Credit can be found at www.ctecreditmn.com/schools.php
 - Credits will be granted for competencies mastered within the preceding two years at grade levels of “B” or better on a grade scale of “A-F.”
 - Credits will only be awarded if Riverland Community College appears on the face of the Minnesota Tech Prep College Credit Certificate with an articulated course equivalency.
 - The student must be enrolled at Riverland and the course must be a requirement for the student’s major.
 - In order to seek credit for this type of learning, the student must do the following:
 - Student completes high school coursework and receives certificate of completion from high school.
 - Student presents certificate to the Registrar’s office within two years of course completion.
 - Student is notified of award/denial of credit by Registrar’s office.

Part 3: Related Procedures

- **Fee Schedule**
 - Riverland will charge a student fee for prior learning assessment according to the established fee schedule, found on the CPL webpages.
 - In accordance with Minnesota legislation and System Procedure 5.11.1 Tuition and Fees, Part 5, Subpart B., “A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military.”

- **CPL Transcription**
 - Riverland shall record the credit earned through Credit for Prior Learning on the official student transcript in compliance with Minnesota State Board Policy 3.29 and Procedure 3.29.1, College and University Transcripts.
 - When equivalent credit is awarded through Credit for Prior Learning, the appropriate grade will be recorded for each CPL credit course per Riverland Credit for Prior Learning Policy and Grading Policy #2.22.
 - CPL credits that apply as residential credit will be recorded the same as any other Riverland resident credit.
- **Transparency**
 - Requests and inquiries should be directed to the Credit for Prior Learning Coordinator.
 - The [Riverland CPL webpages](#) will include links to the CPL application portal, minimum standardized test score information, procedural information, list methods eligible for CPL, fee information by CPL method, portfolio assembly help, and more.
 - Riverland shall provide timely and readily accessible information to prospective and admitted students regarding opportunities for CPL in official publications, such as the college catalog, the Riverland CPL webpages, through advisors, faculty, advising materials and at SCC events such as orientation.
- **Data Tracking and Reporting**
 - Riverland will track and report CPL credits awarded by category and method.
 - The benefits of CPL and its relationship to student persistence, degree completion, and time to degree will be evaluated.
- **Procedure Review**
 - This procedure will be reviewed and modified as appropriate through the Academic Affairs and Standards Council process.

LIST RELATED POLICIES, PROCEDURES OR PLANS HERE:

[3.35 Credit for Prior Learning Policy](#)

Date Issued: May 2, 2014

Responsible Division / Author: Vice President of Academic and Student Affairs

Date Revised: 05/02/2014; 10/13/2016; 4/8/2021

Credit for Prior Learning: Prior Learning Assessment (PLA) Criteria Form

This page is to be completed prior to the assessment and shared with the student seeking credit.

Student Name: _____

Student ID: _____

Department and Course Number: _____

Course Credits: _____

Evaluator Name: _____

Phone: _____

Email: _____

Student Learning Outcomes (SLO) to be demonstrated (list all SLOs for this course, as set forth on the [Master Course Outline](#))

MATERIALS/BOOKS FOR STUDENT TO CONSULT:

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ADDITIONAL REQUIREMENTS OR RECOMMENDATIONS FOR STUDENT PRIOR TO ASSESSMENT:

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• **The evaluation will be structured (check all that apply):**

Meet with faculty before registration of PLA

Interview: Small group or 1-on-1 discussion

Product/Portfolio

Demonstration/Performance

Essay/written assessment

Other-Please describe: _____

This section is to be completed immediately following the assessment.

Student Learning Outcomes (copy/paste from chart above)	Level of Proficiency			
	Absent 0%	Not Proficient	Proficient 75+%	Highly Proficient
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To satisfactorily meet a learning outcome, the student must score a “Proficient” or higher marking.

In order to earn prior learning credit for this course, the student must have scored a “Proficient” or higher on 75% of the total number of Student Learning Outcomes.

Did this student satisfy 75% or more of Student Learning Outcomes for this course?

Yes (credit to be awarded) **No** (no credit will be awarded)

Percentage of Student Learning Outcomes met: _____ %

(Divide number met by total number of SLOs for this course.)

What additional documentation exists for evidence of this assessment?

- rubric(s)
- video of demonstration/performance evaluation
- video or audio of interview
- other

Comments:

Evaluator Signature: _____

Date: _____