

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3200**

SUBJECT: Awarding College Credit for Prior Learning

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 59, *Awarding Undergraduate College Credit for Prior Learning*;
Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*;
SCP-3214, *College Board Advanced Placement Credit*;
SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*;
SIP-3188, *College Level Examination Program (CLEP)*

ORIGINATION: January 8, 2016

EFFECTIVE: November 13, 2016

REVIEWED: New Policy

SECTION 1. PURPOSE

- 1.1 This policy details the responsibilities of Southern West Virginia Community and Technical College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.
- 1.2 It is the intent of the policy to permit the awarding of undergraduate academic credit for prior learning through a variety of assessment methodologies that will ensure the academic credibility of such credit. Under these guidelines, in accordance with institutional policies and procedures, Southern shall award academic credit for prior learning that is equivalent to course work which satisfies the requirements for the degree program in which the student is enrolled.
- 1.3 The Board of Governors Associate of Applied Science degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace existing guidelines.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all academic departments of Southern West Virginia Community and Technical College. The procedure for awarding credit will be defined in college procedure and posted in the College catalogue.

SECTION 3. DEFINITIONS

- 3.1 Prior Learning Assessment (PLA)– The assessment of college-level learning for college credit gained outside the higher education academic environment. For example, individuals may acquire college-level knowledge or skills through work, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded college

credit.

- 3.1.1 In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:
 - 3.1.1.1 Advanced Placement Exams
 - 3.1.1.2 American Council on Education (ACE) Guides
 - 3.1.1.3 College Level Examination Program (CLEP) Exams
 - 3.1.1.4 DAN TES Subject Standardized Test (DSST)
 - 3.1.1.5 Excelsior College Examination Program (ECE)
 - 3.1.1.6 Institutional Course Challenge Examination Credit
 - 3.1.1.7 International Baccalaureate Program (IB)
 - 3.1.1.8 Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensor
 - 3.1.1.9 Portfolio Assessment/Review Credit
 - 3.1.1.10 Prior Military Training Credit

SECTION 4. POLICY

- 4.1 Credit for prior learning shall only be awarded to students who are admitted to Southern West Virginia Community and Technical College and have declared a major field of study.
- 4.2 Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. PLA credit may also satisfy prerequisite requirements. College credit awarded through PLA shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.
- 4.3 The Vice President for Academic Affairs shall have discretionary authority to award academic credit for prior learning that is equivalent to course work which meets the requirements for the degree program in which the student is enrolled.
- 4.4 Credit awarded through PLA shall not count toward institutional residency requirements.
- 4.5 The evaluation of a portfolio must be completed by faculty with appropriate professional credentials. Course-specific examinations must be designed and evaluated by faculty with appropriate professional credentials. A recommendation for credit shall be made to the Division Head for approval, then to the Vice President for Academic Affairs for final approval.
- 4.6 Students may be awarded PLA credit, up to 30 credits for associates' degrees, and up to 15 credits for certificate programs.
- 4.7 Fees will be determined based on the current Schedule of Tuition and Fees for PLA.
- 4.8 Credits earned through PLA will be transferable in accordance with Series 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit course work on a student's transcript.
- 4.9 Students seeking PLA credit by way of Advanced Placement (AP) Exam will adhere to SCP-3214, *College Board Advanced Placement Credit*.

- 4.10 Students seeking PLA credit by way of Institutional Challenge Exam will adhere to SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, and SCP-3201.B, *Challenge Examination Results Form*.
- 4.11 Students seeking PLA credit by way of College Level Examination Program (CLEP) Exam will adhere to SIP-3188, *College Level Examination Program (CLEP)*.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 The Board of Governors Associate in Applied Science Degree is exempted from this policy, due to its own guidelines.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Student – The student is responsible for declaring a major, applying for PLA credit, and paying any fees associated with the awarding of the PLA credit.
- 7.2 Student Services Personnel – The student services personnel are responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.3 Faculty Advisor – The faculty advisor is responsible for making students aware of the PLA options and helping with the process to acquire the PLA credit.
- 7.4 Business Office Personnel – The Business Office personnel are responsible for the collection of the fees associated with PLA.
- 7.5 Faculty – The faculty members may be required to access student learning in some cases of PLA credit requests.
- 7.6 Division Head – The Division Head oversees the evaluation of the student’s application for PLA credit.
- 7.7 Vice President for Academic Affairs – The Vice President for Academic Affairs is responsible for the oversight of the awarding of PLA credit and for ensuring academic integrity of all programs and adherence to this policy. The Vice President for Academic Affairs grants final approval for the awarding of PLA credit.
- 7.8 Registrar – The Registrar is responsible for transcribing all PLA credit upon verification of completion of the required documentation.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: January 8, 2016 – Policy originated.