

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE**  
**ACADEMICS**  
**SIP-3227**

**SUBJECT:** Credit for Prior Learning

**REFERENCE:** SCP-3200, *Awarding Credit for Prior Learning*; Board of Governors, Associate in Applied Science Program Guidelines (January 2016); 135 C.S.R. 17, *Transferability of Credits and Grades at West Virginia Colleges and Universities*; 135 C.S.R. 59, *Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, Nursing Career Pathway, and Micro-Credentials*

**ORIGINATION:** December 19, 1984

**EFFECTIVE:** October 14, 2010

**REVIEWED:** September 6, 2024

**SECTION 1. PURPOSE**

1.1 To establish procedures for awarding college credit based on life experience for prior college-level learning gained outside the higher education academic environment. The college catalog specifies the number of credit hours the College will award for prior learning.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All employees and students.

**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.

3.1.1 The assessment of prior 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 (CLEP) Program
- 3.1.1.4 DANTES 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, certification, and licenser
  - 3.1.1.9 Portfolio Assessment/Review Credit
  - 3.1.1.10 Prior Military Training Credit
- 3.2 Advanced Placement (AP) – A program of college-level courses and exams through which high school students may receive specific college credit by scoring a minimum score of 3 on the Advanced Placement exam. The list of all AP exams and equivalent credits is maintained by the Council for Community and Technical College Education.
- 3.3 College Level Examination Program (CLEP) – CLEP exams are subject-based and are designed to measure knowledge of specific undergraduate courses. The student must achieve a score equal to or above the required score of the Commission on Education Credit and Credentials of the American Council on Education for CLEP exams current at the time the exam was taken. If the institution offers no equivalent course, the College shall consider the credit elective.
- 3.4 Challenging a Course/Credit by Examination – Challenge Exams are created and administered by academic divisions that offer the course. The exam is constructed to allow the student to demonstrate mastery of the learning outcomes of the course. To receive credit, the student must earn a minimum score of 70% or higher on the challenge exam.
- 3.5 Portfolio Assessment/Credit by Experience – College-level academic credit may be granted through portfolio review for work or life experiences that are equivalent to coursework that meets the requirements for their degree program.
- 3.5.1 Students enrolled in the Board of Governors Adult Degree Completion Associate in Applied Science may petition for credit for individual courses (100 and 200 level), as well as block credit as advised by the Adult Degree Completion Program Director. There is no limit to the number of credit hours the College may award through the portfolio review process.
  - 3.5.2 Articulation of Credit through Licensure/Certification – Under certain conditions, the College may award students college-level credit for courses based on current licensure and/or certification related to course content covered in courses offered.

**SECTION 4. PROCEDURE**

- 4.1 Under certain conditions a person may receive credit for past experiences, provided that those experiences are related to material content normally covered in a course or courses offered by Southern. An experience does not necessarily have to be work experience to be considered. Qualifying experience does not necessarily have to be paid to be considered but must be of a nature that is verifiable, relevant, and extensive or consistent enough to show competence for the course subject matter.

**SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Assessment of experience for credit is a detailed and laborious process, and results vary from student to student. As such these assessments are conducted only for students who have been admitted to Southern West Virginia Community and Technical College. Advisory assessments are not made. Since the experience of individuals is so diverse, there is no manual or guide that may be consulted to obtain probable estimates about awards of credit.

## SECTION 6. GENERAL PROVISIONS

- 6.1 The evaluation of student competence is made by teaching faculty. College faculty regularly make judgments about the quality and value of the work their students submit. These same faculty members review the statements and documentation of students seeking credit equivalency and, where appropriate, interview the student and then make a recommendation for an award of credit only in those areas in which the faculty member has been trained and regularly teaches.
- 6.2 The quality of evaluation of a student's work should be quite comparable to that of traditional or standard programs, since the same academic personnel make the judgements in this program as in standard course and/or program offerings. The faculty making the evaluation may be as demanding or as lenient as they feel appropriate. The Dean is responsible for the certificate or degree program. The faculty and the Chief Academic Officer (CAO) or his/her designee share the general responsibility of seeing that academic standards are maintained and, at least as important, that the adult student receives a fair evaluation and an award of credit that does justice to the concept of college learning.

## SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Advanced Placement (AP) – a student seeking credit for AP exams must submit a copy of the AP score report from College Board or a final high school transcript on which the AP score is listed to the campus Records Office. Southern will give a credit (CR) grade for AP exams with a score of 3 or higher and transcribed on the student's transcript. The list of all AP exams and equivalent credits is maintained by the West Virginia Council for Community and Technical College Education.
- 7.2 College Level Examination Program (CLEP). – A student seeking credit for CLEP exams must submit a copy of the CLEP score report from College Board to the campus Records Office. Southern will give a credit (CR) grade for CLEP exams with a score equal to or above the required score of the Commission on Education Credit and Credentials of the American Council on Education. Southern will not charge a fee to transcribe the credit.
- 7.3 Challenging a Course/Credit by Examination. – A student interested in challenging a course must contact the Dean of the division for that course by the end of the third week of the academic term in which the student plans to take the challenge exam. The student must submit a *Prior Learning Assessment Form (SIP 3227.A)* to the Dean or designee. The student must take the exam prior to the final date to withdraw from a full-term course in that academic term. A student may not challenge a course more than once or challenge a course in which he or she previously received a grade other than "W" or "AU."
- 7.3.1 A full-time faculty member within the discipline to which the course belongs will prepare, administer, and grade the comprehensive challenge exam. The faculty member will complete and submit a *Prior Learning Assessment Form (SIP 3227.A)* for appropriate signatures after he or she has graded the exam.
- 7.3.2 To receive a credit (CR) grade for the course being challenged, the student must earn a score of 70% or higher.
- 7.3.3 The student must pay a non-refundable posting fee of \$10 per credit hour per course for this service prior to taking the exam by remitting the fee to the campus Bursar's Office or designee.
- 7.4 Portfolio Assessment/Credit by Experience. – A student interested in submitting a portfolio of life experiences for college credit must contact the Dean of the division for that course. The Dean will begin the portfolio examination process by completing a *Prior Learning Assessment Form (SIP-3227.A)* and assigning a faculty member to review the portfolio.

- 7.4.1 A full-time faculty member within the discipline to which the course belongs will review the statements and documentations of the student seeking credit, and where appropriate, interview the student, then make a recommendation for an award of credit only in those areas in which the faculty member has been trained and/or regularly teaches. The faculty member will list the recommended credit on the *Prior Learning Assessment Form (SIP-3227.A)*, and then submit it for appropriate signatures after the portfolio review.
- 7.4.2 After receiving the faculty member's recommendation, the Registrar's Office or designee will transcribe the course equivalent, the credit hours recommended, and the credit (CR) grade on the student's transcript.
- 7.4.3 The student must pay a non-refundable portfolio evaluation fee of \$300 for this service prior to submitting the portfolio in addition to a posting fee of \$10 per credit hour upon award of credit which must be paid before the Registrar's Office will post the credit to the transcript. The student must remit these fees to the campus Bursar's Office or designee.
- 7.4.4 A student in the Board of Governors Associate in Applied Science Adult Degree Completion Program must complete EL 201, Portfolio Development as part of this process.
- 7.5 Articulation of Credit through Licensure/Certification. – A student interested in submitting specific licenses or certifications for college credit must contact the Dean of the division for that course. The dean shall review the submitted documentation and recommend to the Registrar's Office whether or not to award the requested credit.
- 7.5.1 The Dean will provide the recommendation of equivalent college credit and credit hours to the Registrar's Office or designee by college email and include as an attachment to that email a copy of the licensure or certification. The Registrar's Office will transcribe the credit (CR) grade on the student's transcript.
- 7.5.2 The student must pay to the campus Bursar's Office or designee a non-refundable posting fee of \$10 per credit hour upon award of credit before the Registrar's Office will post the credit to the transcript.
- 7.6 Appeals. – The student may appeal the College's decision regarding whether and how much credit to award pursuant to subsections 7.4 and 7.5 above by submitting a written request to the Dean 10 working days from the date the College sent its determination via email to the student. The Dean will forward this request and documentation to the CAO or his/her designee. The CAO or his or her designee will make a final decision in consultation with the appropriate faculty evaluator and Dean. A student may not submit a portfolio more than twice for consideration including the original submission. On appeal, the student may submit additional information to strengthen the petition.

## **SECTION 8. CANCELLATION**

- 8.1 Cancels SCP-3201, *Challenging a Course/Credit by Examination*, SCP-3201.A, *Challenge Examination Request Form*, SCP-3201.B, *Challenge Examination Results Form*, SCP-3214, *College Board Advanced Placement Credit*, and SIP-3188, *College-Level Examination Program (CLEP)*.

## **SECTION 9. REVIEW STATEMENT**

- 9.1 This procedure 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 procedure be amended or repealed.

- Attachments:** SIP-3227.A, *Prior Learning Assessment Form*
- Distribution:** All employees of Southern West Virginia Community and Technical College via [www.intranet.southernwv.edu](http://www.intranet.southernwv.edu)
- Revision Notes:**
- November 2010 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. The form was streamlined. The policy SCP-3227 was rescinded by the Board of Governors to become a unit procedure on October 14, 2010.
- January 2023 – Reflect the update to SCP 3200, Awarding College Credit for Prior Learning in November 2021. Provides procedures for multiple Prior Learning Assessment opportunities in one specific college procedure.
- September 2024 – Updated to combine all Prior Learning Assessment in one specific procedure and to update titles.