

GLENVILLE STATE COLLEGE POLICIES

ACADEMIC POLICY 33

COLLEGE CREDIT FOR PRIOR LEARNING

33.1. General

1.1. Scope - Policy establishing guidelines for the awarding of college credit for prior college level learning through prior learning assessment.

1.2. Authority - W. Va. Code §§ 18B-I-I A, 18B-I-6, and WV Higher Education Policy Commission Series 59 – effective September 28, 2018

1.3. Effective Date – April 21, 2020

1.4. Revision of Former Policy – Repeals and replaces Glenville State College Policy 33 – College Credit for Prior Learning [2016].

33.2. Purpose

2.1. Glenville State College recognizes that higher education should contribute to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Glenville State College regarding the awarding of college credit for prior college-level learning gained outside the higher education academic environment.

2.2. Glenville State College recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that Glenville State College has the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.

2.3. The purpose of this rule is to outline the terms and conditions under which Glenville State College awards *and/or* transfers credits toward a degree or certificate based upon Prior Learning Assessment (PLA) and to provide consistent and accessible methods for students to earn these credits.

2.4. Each department chair and faculty member associated with the course credit will determine 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 Glenville State College policies and procedures, academic credit shall be awarded for prior learning that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.

2.5. The Regents Bachelor of Arts degree program maintains specific guidelines and requirements for the use of credit for prior learning. This policy does not replace those guidelines.

33.3. Definitions

3.1. Prior Learning Assessment (PLA) is defined as 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.

3.2. 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:

3.2.1. Advanced Placement Exams

3.2.2. American Council on Education (ACE) Guides

3.2.3. College Level Examination Program (CLEP) Exams

3.2.4. DANTES Subject Standardized Test (DSST)

3.2.5. Excelsior College Examination Program (ECE)

3.2.6. Institutional Course Challenge Examination Credit

3.2.7. International Baccalaureate Program (IB)

3.2.8. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.2.9. Portfolio Assessment/Review Credit

3.2.10. Prior Military Training Credit

33.4. Principles

4.1. Glenville State College values the diversity of its students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. Glenville State College employs prior learning assessment aligned with its respective mission, the principles of academic integrity, resources, and student educational attainment and success.

33.5. Institutional Policies Regarding Awarding Credit for Prior Learning

5.1. Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Prior Learning Assessment (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.

5.2. Credit for prior learning shall only be awarded to students who are admitted to the institution and have declared a major field of study.

5.3. Credit awarded through PLA shall not count toward institutional residency requirements of Glenville State College.

5.4. The evaluation of a portfolio must be completed by a minimum of two faculty members with appropriate professional credentials. Course-specific examinations must be designed by a faculty member, evaluated by at least two faculty members with appropriate professional credentials, and approved by the department chair. A recommendation for credit shall be made to the Registrar and approved by the Vice President for Academic Affairs.

5.5. Glenville State College will accept PLA credit up to 30 credits for bachelor's degrees, up to 15 credits for associate's degrees, and up to 6 credits for certificate programs.

5.5.1. Should a program at Glenville State College have an accrediting body that states a specific maximum for PLA credits, then that accrediting body's maximum will be honored by the program receiving PLA credit.

5.6. Credit awarded through PLA must be clearly identified as such on a student's official transcript. Such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit will be recorded as "Credit" only.

5.7. Student requests for awards of academic credit for prior learning will be submitted in accordance with the guidelines established by Glenville State College. Glenville State College will provide and communicate an appeal process for PLA decisions. Additionally, Glenville State College ensures the transparency of the award or denial of PLA credit.

5.8. PLA fees may vary based upon the type of assessment performed. PLA credit and transcripting fees to students will be clearly published and made available to the student in the most current Glenville State College catalog.

5.9. Glenville State College will regularly review its PLA policies to ensure that they are consistent with accreditation PLA guidelines and state, regional, and national practices.

33.6. Transferability of Prior Learning Assessment Credits

6.1. 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 coursework on a student's transcript.

6.2. PLA credit awarded at one institution which meets the West Virginia Core Coursework Transfer Agreement or other statewide articulation agreements, will be accepted as transfer credit toward the degree if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

33.7. Reporting the Awarding of Prior Learning Assessment Credits.

7.1. Glenville State College shall maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission/Council for Community and Technical College Education on an annual basis.

33.8. Policy for Acceptance of Advanced Placement Credit.

8.1. Glenville State College shall accept advanced placement credits according to the following guidelines:

8.1.1. High school students completing advanced placement examinations of the College Board with a minimum score of 3 will receive credit at Glenville State College, as indicated in the list of advanced placement exams offered by the College Board. Credit will be awarded solely on the basis of satisfactory performance of a score of 3 or higher on the advanced placement examinations.

8.1.2. When the examination is in the area of the student's major, Glenville State College will award credit toward the major or the core curriculum.

8.1.3. An academic department may, upon recommendation of the institutional faculty and with the approval of the Provost, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.4. Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to Glenville State College in accordance with this policy.

33.9. Policy for the College-Level Examination Program.

9.1. Credit awarded by regionally or nationally accredited institutions of higher education in West Virginia will be transferable to Glenville State College in accordance with this policy. Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

9.2. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

9.3. Students must be enrolled in Glenville State College in order to receive credit. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

9.4. Subject CLEP Examinations.

9.5. Students may be awarded credit for the successful completion of any or all of the CLEP Subject Examinations presently offered or developed in the future. Student must achieve a score equal to or above the required score of the Commission on Educational Credit and Credentials of the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade will not be assigned, and the credit will not be included in the computation of the student's grade-point average. Glenville State College shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

33.10. General CLEP Examinations

10.1. Students may be awarded credit for successful completion of any or all of the CLEP General Examinations within the limits of the most recent recommended CLEP scores posted by The College Board.

10.2. Credit earned through successful completion of a CLEP General Examination may not meet specific program requirements of Glenville State College or another institution to which the student may later transfer. The credit shall then be used as elective credit. Students shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

10.3. Glenville State College may establish scores higher than specified above for Subject or General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at Glenville State College.