



# North Hennepin Community College

## Procedure Information

**Number: 3.35.1**

**Name: Credit for Prior Learning Procedure**

Author: Policy Committee

Effective Date: March 28, 2019

Next Review Date: Fall 2023

### Regulatory Authority:

- Minnesota State Board Policy 3.35 – Credit for Prior Learning
    - <http://www.minnstate.edu/board/policy/335.html>
  - Minnesota State Board Procedure 3.35.1 – Credit for Prior Learning
    - <http://www.minnstate.edu/board/procedure/335p1.html>
  - Minnesota Statute MS 197.775, Subd. 2 – Higher Education Fairness
    - <https://www.revisor.mn.gov/statutes/?id=197.775>
- 

## Part 1. Purpose of Procedure

This procedure is in compliance with the Minnesota State Colleges and Universities (Minnesota State and procedures). Board Policy 3.35 and Procedure 3.35.1, Credit for Prior Learning and other applicable Minnesota State policies.

## Part 2. Definitions

Definitions shall follow those outlined in Minnesota State Procedure 3.35.1, Credit for Prior Learning, in addition to the definitions below.

### Subpart A. MOOCs

A Massive Open Online Course is an online course aimed at unlimited participation and open access via the web.

### Subpart B. Certificate of Completion

A Certificate of Completion is a document issued upon student completion of a MOOC.

## Part 3. Implementation of Procedure

### Subpart A. Prior Learning Assessments

1. Nationally recognized examinations Credit-by-examination options shall be made available to students and may include but are not limited to the following:
  - a. Examination programs mandated by Minnesota Statute and Board of Trustees policy and procedure. Credit will be awarded following the American Council on Education

(ACE) recommendations. The appropriate faculty and academic deans may be consulted by a Transfer Specialist with regard to applicable course equivalency:

- i. Advanced Placement (AP) examinations – NHCC Policy 3.15 and Procedure 3.15.1
  - ii. International Baccalaureate (IB) examinations – NHCC Policy 3.16 and Procedure 3.16.1
  - iii. College Level Examination Program (CLEP) examinations – NHCC Policy 3.33 and Procedure 3.33.1.
- b. Other nationally recognized examination programs. Credit may be awarded following the American Council on Education (ACE) recommendations. The appropriate academic department may be consulted by a Transfer Specialist with regard to applicable course equivalency. Not all examinations may be applicable for credit or be eligible for course equivalency.
- i. Credits earned by these means will be recorded on the student’s transcript as transfer credits in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1, College and University Transcripts and will not count towards NHCC residency. Students must provide the Records and Registration Office with official test results to be evaluated by a Transfer Specialist.
  - ii. Credits earned by these means will be in agreement with NHCC Policy 3.21 and Procedure 3.21.1, Undergraduate Course Credit Transfer.

### **Subpart B. Course-Specific Examinations Designed by College Faculty**

This method may be available to students but not in all disciplines. The Dean of Student Development will work with appropriate faculty to determine availability. A list of course-specific examinations is available on the college’s website.

1. Inquiries about course-specific examinations should be made first by contacting the Dean of Student Development who will work with the appropriate faculty to determine measurement of learning outcomes and logistics. Academic departments can create a defined procedure for prior learning assessments for the courses they offer to ensure the relevant learning outcomes are assessed to their satisfaction.

Once approved, the student will register and pay applicable fees prior to taking the examination.

The student must complete the exam by the agreed upon date. Failure to complete the exam shall result in the recording of a Fail (F) on the student’s official transcript.

Faculty evaluators will assess the course-specific exam for achievement of course learning outcomes.

All credits earned through this procedure will be granted on a Pass (P) / Fail (F) basis and will be recorded on the student’s official transcript clearly marked as “credit for prior learning” in the semester awarded in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1 and will count towards NHCC residency.

### **Subpart C. Credit by Portfolio Review and/or Competence Demonstration**

This method will be used to determine the award of credit for students who have Certificates of Completion from online courses. A list of available portfolio approved courses is available on the college's website. The Dean of Student Development will work with appropriate faculty to determine availability of this method for courses that are not listed on the college's website.

1. Inquiries about portfolio review should be made first by contacting the Dean of Student Development.
2. Students must identify the course(s) for which they wish to demonstrate their learning by portfolio in advance.
3. The Dean of Student Development will work with the appropriate faculty to determine measurement of learning outcomes and logistics.
4. Once approved, the student will register and pay applicable fees prior to beginning work on the portfolio.
5. The student shall submit their portfolio no later than two weeks prior to the end of a semester.
6. Faculty evaluators will assess the portfolio for achievement of course learning outcomes.
7. All credits earned through this procedure will be granted on a Pass (P) / Fail (F) basis and will be recorded on the student's official transcript clearly marked as "credit for prior learning" in the semester awarded in compliance with Minnesota State Policy 3.29 and Procedure 3.29.1 and will count towards NHCC residency.
8. Faculty evaluators of portfolios are selected from the North Hennepin faculty, faculty of other metropolitan community colleges and specialists approved by the Dean of Student Development, the appropriate academic dean, and department faculty when relevant. Faculty evaluators shall be compensated for course-specific examinations and portfolio review as defined by the MSCF contract.
9. Credit for prior learning shall be granted according to the standards and equivalencies of the American Council on Education (ACE) or the equivalent.
10. Fees for course-specific examinations and portfolio review will be in accordance with Minnesota State Policy 5.11 and Procedure 5.11.1, Tuition and Fees. The fee for prior learning will be reviewed and decided upon at a minimum of every two fiscal years.
11. Transfer of credit for prior learning shall be accordance with Minnesota State Policy 3.37 and Procedure 3.37.1, Minnesota Transfer Curriculum and Minnesota State Policy 3.21 and Procedure 3.21.1, Undergraduate Course Credit Transfer.

### **Subpart D. Credit for Military Service**

NHCC shall comply with Minnesota Statute 197.775, Subdivision 2, Recognition of Courses which awards credit for a veteran's military training or service if the courses meet the standards of the American Council on Education (ACE) or the equivalent. Students must provide the Records and Registration Office with official military training documentation to be evaluated by a Transfer Specialist.

### **Subpart E. Student Responsibility**

A student seeking credit for prior learning shall provide the requested material and supporting documentation as outlined by the department faculty.

### **Subpart F. North Hennepin Community College Responsibility**

Information regarding credit for prior learning shall be available for students on the North Hennepin Community College website Academic Advising Center or Records and Registration. A list of available course-specific examinations and portfolio reviews is available on the college's website.

## **Part 4. Campus Review**

<b>Review Action</b>	<b>Date(s)</b>
Campus Community Review Period	02-Nov-2018 through 21-Nov-2018
AFSCME Review	December 2018
Diversity, Equity, and Inclusion Committee	10-Dec-2018
MAPE Review	December 2018
MMA Review	December 2018
Shared Governance Council Review	14-Dec-2018
Student Senate Review	6-Dec-2018
President Approval	28-Mar-2019
Campus Community Dissemination	April 2019

## **History**

Date of Adoption 02-10-09

Revised Spring 2013

Revised Spring 2014

Reviewed Fall 2018