

Procedure 3.35.1 Credit for Prior Learning – External Assessments

Part 1. Purpose.

To establish procedures for credit for prior learning through external assessments, evaluations, and the award of undergraduate credit to students admitted to Dakota County Technical College.

Part 2. Definitions

Subpart A. Advanced Placement (AP)

A program created by The College Board which offers college-level curricula and examinations to high school students. Dakota County Technical College uses the examination scores to determine course placement and award course credit to students.

Subpart B. Advanced Placement (AP) examinations

AP examinations that are taken annually by students. The AP examinations are designed to measure how well high school students have mastered content and skills in specific subject areas. All but one of the AP exams combine multiple-choice questions with a free-response section in either essay or problem-solving format. AP Studio Art, the sole exception, requires students to submit a portfolio for review.

Subpart C. American Council on Education (ACE)

ACE is a major coordinating body for colleges and universities and provides leadership and a unifying voice on key higher education issues. ACE influences public policy through advocacy, research, and program initiatives.

Subpart D. American Council of Education (ACE) credit recommendation

ACE offers a nationally recognized assessment service providing standardized reviews and credit recommendations for college-level learning achieved through third-party study/exam programs, professional and certification trainings and assessments, and military training and assessments.

Subpart E. The College Board

A non-profit organization that prepares and administers standardized exams used by colleges and universities for student admissions, placement, and the award of credit for prior learning. The organization also helps students prepare for a successful transition to college through programs and services in college readiness and college success.

Subpart F. College-Level Examination Program (CLEP) examinations

CLEP examinations, prepared and administered by The College Board, are designed to assess student knowledge of lower division college and university course material in specific subject areas.

Subpart G. Continuing education

Open-enrollment education and training opportunities offered by colleges or universities or other education providers that are not for degree credit. Job-related or professional

development continuing education and training refers to all organized, systematic education and training activities to enhance knowledge and/or learn new skills for a current or a future job, to increase earnings, to improve job and/or career opportunities in a current or another field.

Subpart H. Credit for prior learning (CPL) - external assessments

Assessment methods and processes that could result in credit for prior learning achieved and assessed through a nationally recognized third-party assessment agency or organization, regionally or nationally accredited postsecondary institution, or noncredit instruction. Students demonstrate a level of proficiency that is recognized through curriculum, instruction, program, or a standardized exam. CPL external assessment types may include, but are not limited to, AP, IB, CLEP, and other national standardized assessments; world languages seals and certificates; industry recognized credentials, licenses, and certifications; and noncredit instruction in programs such as registered apprenticeships, continuing education, and customized training.

Subpart I. Customized training

Specially designed noncredit curriculum and instruction tailored to meet the specific needs, goals, and interests of an employer offered in a closed-enrollment, contracted service between an employer and college or university.

Subpart J. Industry-recognized credentials, licenses, and certifications

Industry developed and endorsed specific criterion-referenced assessments that provide mechanisms to demonstrate a level of mastery of competencies, typically in a technical field. When “industry recognized” is used with respect to a credential, the credential is sought or accepted by employers within the industry or sector involved as a recognized, preferred, or required credential for recruitment, screening, hiring, retention, or advancement purposes; and, where appropriate, is endorsed by a nationally recognized trade association or organization representing a significant part of the industry or sector.

Subpart K. International Baccalaureate (IB) Program

The International Baccalaureate Foundation, a non-profit organization, offers the internationally recognized IB program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

a. International Baccalaureate (IB) diploma

The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

b. Higher Level International Baccalaureate (IB) examinations

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning and represent 240 high school instructional hours.

c. Standard Level International Baccalaureate (IB) examinations

Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations and represents 150 high school instructional hours.

Subpart L. National standardized exams

Standardized proficiency examinations administered and scored by nationally recognized third-party assessment organizations and include, but are not limited to: Advanced Placement (AP) examinations; International Baccalaureate (IB) examinations; College Level Examination Program (CLEP) examinations; Cambridge International examinations; DANTES Subject Standardized Tests (DSST); Excelsior College UExcel examinations; The National Occupational Competency Testing Institute (NOCTI) assessments; New York University Foreign Language Proficiency (NYUFLP) examinations; and Thomas Edison College Examination Program (TECEP).

Subpart M. Registered apprenticeship program

A formal system of employee training that combines structured on-the-job training with related technical instruction. Upon successful completion, participants are fully competent in all aspects of an occupation, including knowledge, skill, and proficiency on the job. With apprenticeship training, there is a written contract between the apprentice and the sponsor, approved by and registered with the state of Minnesota that specifies the length of the training, school hours, an outline of the skills of the trade to be learned, and the wages the apprentice will receive.

Part 3 Credit awarded

Once a credit award has been determined, students who provide documentation that they meet the CPL external assessment requirements will be awarded the credit(s). Credit awarded will be based on documented results, not on the basis of participation alone.

Dakota County Technical College will award credit for CPL external assessments as a course equivalency or as an individualized subject area. Credits awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program and/or elective courses.

Subpart A. College Level Placement Exam (CLEP)

1. A student who earns a score of 50 or higher on a non-language CLEP examination will receive college credit. In order to receive college credit for Level 2 foreign-language examinations, a student must earn a minimum score of 60 for German language, 59 for French language, and 63 Spanish language. These scores are consistent with recommendations made by the American Council of Education (ACE).
2. Equivalent course credits shall be granted when a CLEP examination covers material that is substantially similar to an existing college course.
3. Elective course credits, if applicable, shall be granted when a CLEP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. Official documentation of exam scores must be provided to the college to obtain credit.

Subpart B. Advanced Placement (AP) Exams

1. College credit will be granted to students who earn a three or higher in an AP examination.
2. College credit shall be granted for a specific college course for each AP examination that covers substantially similar material.
3. General elective credits shall be granted when an AP examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. Official documentation of exam scores must be provided to the college to obtain credit.

Subpart C. International Baccalaureate (IB) Credit

1. Students who attain an IB diploma with a score of 24 or higher shall be granted credit as follows:
 - a. 8 semester credits each for four higher level examinations plus 2 semester credits each for two standard level examinations, for a total of 36 semester credits; or
 - b. 8 semester credits each for three higher level examinations plus 2 semester credits each for three standard level examinations, for a total of 30 semester credits.
2. A student may receive credits for individual higher level IB examination scores of 4 or higher.
3. Course credits shall be granted when an IB examination covers material that is substantially similar to an existing college course.
4. General elective credits shall be granted when an IB examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
5. Official documentation of exam scores must be provided to the college to obtain credit.

Subpart D. Defense Activity for Non-Traditional Education Support (DSST)

1. College credit will be granted to students who receive a passing score on a DSST examination. Minimum score is different on each exam.
2. College credit shall be granted for a specific college course for each DSST examination that covers substantially similar material.
3. General elective credits shall be granted, as applicable, when a DSST examination covers material that is deemed to be college-level but is not substantially similar to an existing course.
4. Official documentation of exam scores must be provided to the college to obtain credit.

Part 4. Residency credit for CPL external assessments

Credit awarded through CPL external assessment does not apply toward residency credit requirements, which is consistent with the residency and graduation requirements in Board Policy 3.36 and System Procedure 3.36.1 Academic Programs.

Part 5. Recording of CPL external assessment credit awarded

Dakota County Technical College will record the credit awarded for CPL external assessments as transfer credit on the official student transcript. The source of the credit award will be designated and the course equivalency, when applicable, will be designated on the official student transcript.

Part 6. Credit limit for CPL external assessments

Dakota County Technical College does not limit the total number of credits students may be awarded for CPL external assessments.

Related Documents:

- Minnesota State Colleges and Universities Board Policy 3.35
- Minn. Stat. § 120B.022 Elective Standards requires the colleges and universities of Minnesota State to establish criteria to translate world language certifications and seals into college credits based on the world language course equivalencies.
- Minn. Stat. § 120B.13 Advanced Placement and International Baccalaureate Programs requires the colleges and universities of the Minnesota State to award college credit to high school students who receive a score of three or higher on an advanced placement examination, or a score of four or higher on the international baccalaureate program examination.
- Minn. Stat. § 120B.131 College-Level Examination Program (CLEP) requires the colleges and universities of the Minnesota State to award college credit to high school students who receive a satisfactory score on a CLEP examination.

Responsible Administrator: Associate Vice President of Student Affairs

Policy History:

Date of Adoption: 5/17/2017

Last Revision date: 02/18/2020

Date most recent policy revisions go into effect: 02/18/2020

Date and subject of revisions:

2020: Separated the previous procedure for Prior Learning into three separate procedures for clarity.

2017: Policy completely re-written in 2016-2017. Policy Committee Review Fall 2016 through Spring

2017. Faculty Department Chairs review 11/30/2016. Academic Affairs and Standards Council review

12/6/2016. Faculty Shared Governance Council notification 1/18/2017. Comment period 3/22/2017

through 5/13/2017. Strategic Leadership Council approval 5/17/2017. Changed to new policy template.