

## **Policy 3.35 Credit for Prior Learning**

### **Part 1. Policy Statement.**

It is the policy of Dakota County Technical College to provide students with opportunities to demonstrate competence at the college level from learning gained through learning experiences outside of a college credit-bearing course and to establish consistent practices for evaluating and awarding credit for prior learning.

### **Part 2. Definitions**

#### **Subpart A. Credit for Prior Learning.**

Academic credit awarded for demonstrated college level learning gained through learning experiences outside college credit-bearing courses and assessed by academically sound and rigorous methods and processes.

#### **Subpart B. Assessment of Credit for Prior Learning Methods.**

##### **Credit for Prior Learning – External Assessments**

Assessment methods and processes at Dakota County Technical College 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.

##### **Credit for Prior Learning – Internal College Assessments**

College assessment methods and processes used by faculty members to assess students' demonstrated learning and/or competence. Such assessments determine course outcome knowledge, course-equivalency, and application to degree requirements or electives. CPL internal assessment types may include, but are not limited to, credit by exam, prior learning portfolio assessment, individualized subject-area assessment, and competency-based assessment.

##### **Military Courses**

A curriculum with measurable outcomes and learning assessments that service members are required to successfully complete based on their military occupation.

##### **Military Occupations**

A service member's job(s) while in the military.

#### **Subpart C. Prior Learning**

Learning gained in life, community and/or work-based settings, and through experiences outside of the college credit-bearing course, including but not limited to independent study, life experience and reflection, non-credit study programs, career education, continuing education,

online learning or instruction, and training or certificate programs. The learning occurs “prior to” the student’s request for assessment at a college.

### **Part 3. Opportunities for Students**

Dakota County Technical College shall provide current, comprehensive, and accessible information on opportunities to obtain credit for prior learning to prospective and admitted students as part of degree planning and advising. DCTC shall provide opportunities for enrolled students to demonstrate college-level learning achieved through prior learning experiences outside of the college credit-bearing course that is applicable to their courses, programs, or degree requirements. Credit for prior learning opportunities may include CPL external assessments, CPL internal college assessments, and/or military courses and military occupations according to System Procedure 3.35.1 Credit for Prior Learning - External Assessments, System Procedure 3.35.2 Credit for Prior Learning - Internal Assessments, and System Procedure 3.35.3 Military Courses and Military Occupations.

### **Part 4. Awarding Credit for Prior Learning**

Dakota County Technical College shall determine the credit award for students who demonstrate prior learning consistent with system procedures and through processes and methods of external assessment, internal college/university assessment, and/or for military courses or occupations. Credit awarded for prior learning may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), program or elective courses.

### **Part 5. College Transfer of Credit for Prior Learning**

Credit awarded for prior learning by other Minnesota State Colleges or Universities must be accepted in transfer by Dakota County Technical College in accordance with System Procedure 3.21.1 undergraduate Course Credit Transfer.

### **Part 6. Credit for Prior Learning Appeals**

Dakota County Technical College has an appeals process that may be used by students who are denied credit requested for prior learning.

### **Related Documents:**

Minnesota State Board Policy 3.35 and Procedure 3.35.1 Credit for Prior Learning – External Assessments

Procedure 3.35.2 Credit for Prior Learning – Internal College/University

Procedure 3.35.3 – Military Courses and Military Occupations

Minn. Stat. § 197.775 Higher Education Fairness requires the awarding of credit for veteran’s military training or service.

Minn. Stat. § 120B.13 Advanced Placement and International Baccalaureate Programs requires Minnesota State to award credit for Advanced Placement (AP) and International Baccalaureate (IB).

Minn. Stat. § 120B.131 College-Level Examination Program (CLEP) requires Minnesota State to award credit for College-Level Examination Program (CLEP) examinations.

Minn. Stat. § 120B.022 Elective Standards requires Minnesota State colleges and universities to establish criteria for translating world language certificates and seals into academic credit.

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: Aligned policy with System Office changes*

*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.*