

# BRIDGEVALLEY COMMUNITY AND TECHNICAL COLLEGE

## OPERATING POLICY

| Effective Date                 | Subject  | Number     | Page   |
|--------------------------------|--|------------|--------|
| August 10, 2019                | <b>CREDIT BY EXAM AND<br/>NON-TRADITIONAL CREDIT</b>   | D-OP-18-19 | 1 of 3 |
| <b>Supersedes/Supplements:</b> | D-OP-18-14 & D-OP-18-15  |            |        |
| <b>Reference:</b>              | West Virginia Council for Community and Technical College Education Series 59 – Awarding Undergraduate College Credit for Prior Learning |            |        |

### POLICY STATEMENT

BridgeValley Community and Technical College (College) provides students opportunities to earn credit through non-traditional avenues. Students have the option to earn credit by the College Level Examination Program (CLEP), Experiential Portfolio, and In-House Exams. The College shall accept CLEP credits in accordance with Series 16 as provided by the West Virginia Council for Community and Technical Education. Successful completion of examinations will result in the acceptance of CLEP credits. Experiential Portfolio and In-House Examinations options will adhere to the guidelines stipulated by the college. Earning credit through non-traditional avenues will be awarded in accordance with Series 59 as provided by the West Virginia Council for Community and Technical College Education.

### PROCEDURES

1. **CLEP Option:** Students who opt for CLEP testing will register for the exam through Educational Testing Services (ETS). Guidelines and procedures to test will be provided in the College catalog and on the College website as well as a score matrix which will reflect CLEP exams, College course equivalents, and passing scores required for credit.
  - 1.1. Students who participate in the College Level Examination Program and wish to receive college credits for such examinations, must be enrolled at the College in order to receive credit from the institution. Students that have taken CLEP prior to enrollment must submit an official CLEP Transcript.
  - 1.2. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, institutional challenge examinations, life experience, or other mechanisms.
  - 1.3. The College shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered at the College, the credit earned by CLEP examination shall be considered elective credit.
  - 1.4. Programs reserve the right to limit the number of CLEP credits a student can earn toward his/her degree. Credits earned in this manner cannot exceed 15 hours and does not count toward residency requirements. There are exceptions to the Board of

Governors AAS degree. Programs also reserve the right to require a higher score than recommended by the Commission of Educational Credits and Credentials of the American Council on Education for CLEP Exams. Credit shall be awarded in an amount not exceeding the number of semester hours for which the examination was designed.

- 1.5. Information concerning CLEP examinations available and appropriate credit can be found on the College's website, catalog and obtained at [www.collegeboard.com/clep](http://www.collegeboard.com/clep).
- 1.6. Upon successful completion of a CLEP Exam, the registrar will transcript the official course titles to the student's official transcript as a "CR" grade. The academic record shall indicate credit was earned by CLEP and the credit will not be included in the computation of the student's grade point average.
2. **In-House Examination (Credit-by-Examination) Option:** Students interested in pursuing the in-house examination option will secure permission from the Dean of the Division where the course is housed. Once permission has been granted, arrangements for testing will be made and testing will occur.
  - 2.1. Student will be required to obtain permission to test for a certain course from the Dean of the Division where the course is housed.
  - 2.2. Credit Equivalency Application will be used to indicate the exam to be given.
  - 2.3. Once student obtains permission to test and payment made, as indicated by the stamped receipt of payment on the Credit Equivalency Application, arrangements for testing date and time will be established by the Exam Administrator/Assigned Instructor. Student has the responsibility to retain the stamped receipt and present it to the Exam Administrator/Assigned Instructor at the time of testing.
  - 2.4. Upon successful completion of the exam and meeting the specified passing score, the Credit Equivalency Application will be completed by the Exam Administrator/Assigned Instructor and signed by the Division Dean and Vice President of Academic Affairs. The form will be forwarded to the Registrar for posting to the student's transcript and recorded with a grade of "CR" to indicate test out. The student will be required to pay posting fee as reflected on the fee schedule to post credits to their transcript.
  - 2.5. A student may attempt to take an in-house examination in any individual course only once.
  - 2.6. Students may not attempt credit-by-examination in courses for which they are enrolled and have begun. Additionally, students may not attempt credit-by-examination in courses which they have completed and for which they have grades on their transcripts.
3. **Credit for Experiential Learning through Portfolio Review Option:** Academic credit may be granted through portfolio review for work or life experiences that are equivalent to course work which meets the requirements for the degree program in which the student is enrolled. (For students enrolled in programs outside the Board of Governors AAS Program).
  - 3.1. Students interested in submitting an experiential portfolio can initiate the request for a portfolio review only after they have successfully completed 12 credit hours of college level work at the College and/or a regionally accredited higher education institution.

Student should consult the program director for the program in which the course is offered to obtain direction and guidance with the portfolio process.

- 3.2. For students enrolled in programs outside of the Board of Governor AAS, submission of a portfolio for credit earned in the manner cannot exceed 15 credit hours and does not count toward residency requirements.
- 3.3. Prior to the portfolio process and in the initial consultation with the program coordinator, a Credit Equivalency Application will be completed, indicating the course that the student intends to challenge. The student has the responsibility to submit the form to the cashier's office for payment prior to the portfolio review.
- 3.4. A non-refundable portfolio assessment fee, per fee schedule, is due upon the submission of the Credit Equivalency Application to the Cashier's Office. Once payment has been made, as indicated by the stamped receipt of payment on the Credit Equivalency Application, the student can begin the portfolio process following the Portfolio Preparation Guidelines provided by the program coordinator.
- 3.5. Completed portfolios are submitted to the program coordinator of the program in which the course is housed. If the portfolio is approved for credit, the student will be required to pay posting fee as reflected on the fee schedule to post credits to their transcript.
- 3.6. The program coordinator will complete the Credit Equivalency Application to indicate if credit has been earned. Once the posting fees, as reflected by the fee schedule, have been paid by the student, credits will be posted to the transcript with a special designation for portfolio credits.

**Approved by:** Cabinet **Date:** 7/9/2019