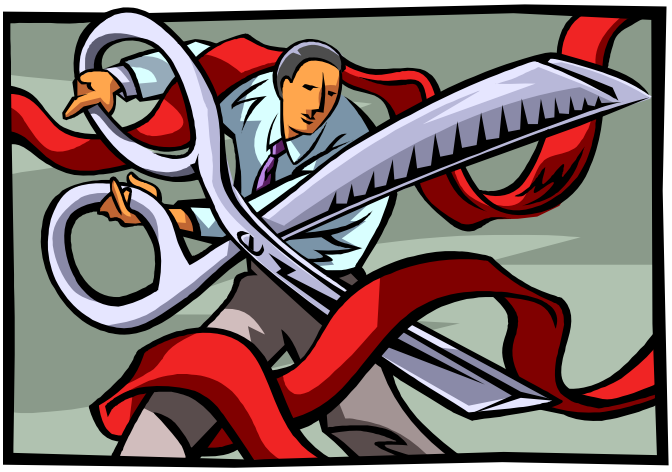

Credit for Prior Learning Handbook

2012-2013

Northeastern Junior College

Sterling, Colorado

TABLE OF CONTENTS

Introduction 2

Methods for Awarding Credits for Prior Learning 3

Standardized Testing 5

Test Matrix …….....8

College Level Examination Program (CLEP)….....21

Advanced Placement Program (APP).....21

Military Education and Training Credit 22

Credit by Educational (Institutional) Challenge……...23

Evaluation Using Published Guides 24

Credit by Portfolio Assessment.....24

Credit for Prior Learning Self-Assessment.....28

Appendix Quick View 30

Appendix A : Contract for Institutional (Challenge) Examination.....31

Appendix B : Challenge Examination Evaluation Report.....32

Appendix C: Portfolio Components – Documentation 33

Appendix D: Contract for Portfolio Assessment…….....34

Appendix E: Prior Learning Assessment Petition for Credit ……35

Prepared by: Jonelle Parker
Northeastern Junior College

Reviewed by: Credit for Prior Learning Advisory Committee,
Northeastern Junior College

Revised by: Cindy Carey, Credit for Prior Learning Coordinator
Northeastern Junior College
August 2012

INTRODUCTION

Northeastern Junior College is available to serve a diverse group of students, each having different needs, backgrounds, and experiences. Northeastern recognizes and supports the concept of lifelong learning to meet the retraining, upgrading and individual growth needs of our students.

Furthermore, Northeastern recognizes that the adult learner is a person who brings to the college environment a wealth of knowledge, skills, and understanding derived from lifelong learning acquired outside the college classroom. In support of this concept, Northeastern provides an opportunity for those persons to receive credit for non-college, prior learning experiences. This handbook provides a description of the options for assessment of experience for credit available to students at Northeastern Junior College. Credit for Prior Learning (CPL) may apply towards an academic degree or certificate.

Adult learners may receive credit for learning obtained outside the college classroom if the learning gained through work and/or life experience is college level and relates to the student's individual educational program. Credit is not awarded solely for a student's life experience. Credit may be awarded for college-level training gained through, but not limited to, work experiences, in-service training sponsored by associations, business, government and industry, workshops, community and volunteer work experience, personal study, certificates, apprenticeships, extension course work, and/or military experience.

The implementation of Credit for Prior Learning at Northeastern Junior College as outlined by this handbook is in keeping with the provisions of BP 9-42 as passed by the State Board for Community Colleges and Occupational Education.

SBCCOE BP 9-42. Credit for Prior Learning: "The state board supports the concept of lifelong learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of the board that a student's experience outside the college classroom shall be evaluated for college credit at the request of the student."

METHODS OF AWARDING CREDIT FOR PRIOR LEARNING

I. STANDARDIZED TESTS

College Level Examination Program (CLEP)
American College Testing Proficiency Program (ACT-PEP/ECE/EXCELSIOR)
Advanced Placement (AP)
International Baccalaureate (IB)

II. CREDIT BY INSTITUTIONAL (Challenge) EXAMINATION

Exam equivalent to the comprehensive final exam
Exam may be written, oral, demonstration or a combination of all three
Evaluated by an area dean or designated subject expert

III. EVALUATION USING PUBLISHED GUIDES

American Council on Education (ACE) for military training & experiences
ACE (non-collegiate) for industrial and corporate training programs
Other published guides developed by nationally recognized organizations

IV. PORTFOLIO ASSESSMENT

Credit through the development of a portfolio
Evaluated by subject matter expert(s)

STANDARDS:

Credit awarded using any of the credit for prior learning methods ***must be used to fulfill requirements of a degree or certificate program*** and must be comparable to specific courses listed in the catalog.

Credit awarded through any of the methods will be accepted by, and is transferable to, all other state system community colleges, provided that the credits apply to the degree or certificate program at the institution the student is entering.

It is *the student's responsibility* to be sure that the credit awarded through any of the credit for prior learning methods will be acceptable at any institution of learning the student plans to attend in the future.

A student may use CPL to fulfill all degree/certificate graduation requirements except for the mandatory 25% residency requirement.

Credit awarded for prior learning must be evaluated and meet “C” grade level standards or higher for recognition. Any credit awarded will be posted on the student’s transcript.

The student must have completed a minimum of one course of credit towards a declared certificate or degree program with a minimum of a 2.0 (C) grade point average, before CPL credits can be posted to a transcript.

POLICY AND PROCEDURES:

1. For all prior learning methods, the course number, course title, number of semester hours, and grade of “CPL” will be posted on the student transcript.
2. The maximum CPL credit applicable toward graduation is up to the residency requirement at NJC from any combination of all CPL methods.
3. Awarded credit may be used to meet Guaranteed Transfer (GT) courses. The use of these credits will result in public four-year institutions reevaluation of scores received on National Standardized Exams.
4. If CPL is applied to the AA, AS, or AGS-articulated degree requirements, transferability and transfer guarantees may be affected. Consult your advisor and the receiving institution for details.
5. All documentation and files regarding a student’s prior learning credit will be maintained by the college of enrollment.
6. A student wishing to appeal a credit for prior learning decision should follow the standard appeal procedure in place in the current NJC Student Handbook.
7. Prior experience shall be evaluated only if requested by the student.

STEPS FOR PURSUING CPL CREDIT:

1. **STEP ONE:** Go to your college homepage or current college catalog. Look at the course requirements for your degree or certificate program. Determine which courses you feel you have relevant, equivalent college-level experience.
2. **STEP TWO:** Complete the “Credit for Prior Learning Self-Assessment” found in Part IX of this Handbook.
3. **STEP THREE**: Meet with the Credit for Prior Learning Coordinator to discuss the different methods and steps for requesting CPL and for transfer information.
4. **STEP FOUR**: Determine which method you wish to use to obtain CPL credit.

5. **STEP FIVE**: If you choose standardized testing, go to your campus testing center for details.

6. **STEP SIX**: If you choose published guides, go to Records Office for details.

7. **STEP SEVEN**: If pursuing the portfolio or challenge exam, consult with the NJC CPL Coordinator. The individual college determines fees for evaluation of Portfolio Credit or for Challenge Exams. The per credit charge will not exceed one-half of the current in-state per-credit tuition.

STANDARDIZED TESTING

STANDARDS:

1. The student must be currently enrolled in the college but not registered for the course(s) for which he/she wishes to be awarded credit through standardized tests.

2. Credit awarded through standardized tests may be used to fulfill requirements of a degree or certificate program as outlined in the college catalog.

3. A maximum of 50% of the credit requirements of a certificate program may be awarded through standardized tests or any other method of prior-learning assessment (except the portfolio). The remaining 50% of required credit must be earned through classroom instruction. For a degree, all except residency hours may be awarded through any method of prior-learning assessment.

4. Residency requirements are not met by standardized tests.

5. Credit for standardized test(s) will be awarded with achievement of exam equivalencies using the CCCOES approved test matrix or standards set by the College Board.

6. Credits awarded through Standardized Tests will not be included in the calculation of the cumulative grade point average at the College, and grades will not be assigned. The course title, course number, and semester hours only will be posted on the student transcript.

7. The student must have completed, for the current semester, a course of credit towards a declared certificate or degree program with a minimum of a 2.0 (C) grade point average before CPL credits can be posted to a transcript.

8. Standardized test credits will not be accepted by the College is classes have been completed in the same course number/area as any of the examinations.

9. A student wishing to appeal a credit for prior learning decision should follow the standard appeal process in place at NJC. This process can be found in the current student handbook.

10. Prior experience shall be evaluated ONLY if requested by the student.

TRANSFER:

Credit awarded using standardized tests will be accepted by, and is transferable to, all other state system community colleges, provided that the credits apply to a degree or certificate program at those institutions.

It is the student's responsibility to be sure that the standardized tests will be acceptable for credit at any institution of learning the student plans to attend in the future.

STANDARIZED TEST MATRIX

The Community Colleges of Colorado have established the CCC Standardized Test Matrix for Award of Credit to facilitate processing of requests for awarded credit and transfer of awarded credit among state community colleges.
General Guidelines

1. This matrix is used to evaluate award of credit for the following examinations:

   CLEP (College Level Equivalency Program)
   APP (Advanced Placement Program)
   ECE (Excelsior College Examinations from Jan 2001 on) (formerly RCE)
   RCE (Regents College Examinations from Sep 1998 to Dec 2000) (formerly ACT-PEP)
   ACT-PEP (American College Testing-Proficiency Examination Program from START DATE to Aug 1998)
   IB (International Baccalaureate)

2. Awarded credits must apply to degree and certificate requirements.

3. Awarded credits cannot be used to fulfill residency requirements.

4. Awarded credits may be used to meet Guaranteed Transfer (GT) courses. The use of these credits will result in public four-year institutions reevaluating the scores from National Standardized Exams.

5. Transfer of Awarded Credit

   Credit awarded by any state community college based on this test matrix may be transferred to any other state community college without additional evaluation of official test scores as long as general requirements for receipt of awarded credit are met.

Transfer of awarded credit to other colleges and universities is determined by the policies and procedures at the receiving institution and could require the student to submit official test scores for re-evaluation.

6. Colleges have the authority to submit other standardized tests – those not appearing in the matrix - for faculty review for award of credit. In such cases, technical information about the standardized test will be provided to the appropriate discipline faculty for their evaluation of equivalency to a specific course and minimum acceptable score.

Explanation of Column Headings

Exam Name	The complete title of the standardized test as it should appear on the student's score report.
Dates	The first date indicates the adoption date by state faculty. The ending date listed for some exams indicates when that exam was no longer given by testing centers. Tests currently in use show no ending date. **Note to evaluators** - Exams taken prior to the Standardized Test Matrix's beginning effective date can be sent to the appropriate discipline faculty for review for award of credit per individual institution's discretion.
Course #	The prefix and number of the specific course for which credit will be awarded.
Course Title	The title of the specific course for which credit will be awarded.
Semester Credit	Exact credits (or variable credits) of the specific course for which credit will be awarded.
Score	Minimum acceptable score for award of credit.

Explanation of Asterisks

* Indicates that the **score is higher** than the recommended score of the American Council of Education for the awarding of credit. The score was determined by Colorado community college faculty review.

** Indicates that **credit varies** by institution. This entry generally reflects the minimum and maximum limits for credit as established by the common course descriptors. Credit is determined by individual institutions within these parameters.

*** Indicates those **courses** taught at several colleges in the system but **not commonly described**. Colleges are to use the course number they locally assign to the course. No credit is awarded if the college does not teach the course unless a transfer situation from another Colorado community college exists.

IB EXAM EQUIVALENCIES APPROVED FOR AWARD OF CREDIT (03/2004)				
EXAM NAME	**COURSE NUMBER**	**COURSE TITLE**	**SEM CREDIT**	**SCORE**
SUBJECT EXAMINATIONS:				
Applied Chemistry	CHE 101	Intro to Chemistry I w/lab	3	*SL 4
Art/Design	ART 110 ART 131	Art Appreciation Art elective	3 3	**HL 4 *SL 4
Computer Science	CIS 115	Intro to Computer Information System	4	**HL 4
Foreign Language A-1	FOL 211& 212	Foreign Language III & IV	6	**HL 4
Foreign Language B	FOL 111& 111	Foreign Language I & II	10	**HL 4
Foreign Language B	FOL 101& 102	Conversation I & II	6	*SL 4
Management Studies	MAN 226	Principles of Management	3	**HL 4

College-Level Examination Program (CLEP) Exam Equivalencies(Jan 09)					
Approved for Award of Credit					
Exam Name	Effective Dates	Course Number	Course Title	SEM Credit	Score
General Examinations					
English Composition with Essay	Jan 92-Jun 93	ENG 121	English Composition I	3	523*
English Composition with Essay	Jul 93-Dec 94	ENG 121	English Composition I	3	520*
English Composition with Essay	Jan 95 - Jun 01	ENG 121	English Composition I	3	420*
English Composition with Essay	Jul 01 -	ENG 121	English Composition I	3	50
Humanities	Jan 92-Jun 93	HUM 121 & HUM 122	Survey of Humanities I & II	6	452*
Humanities	Jul 93-Jun 01	HUM 121 & HUM 122	Survey of Humanities I & II	6	450*
Humanities	Jul 01 -	HUM 121 & HUM 122	Survey of Humanities I & II	6	50
Mathematics	Jan 92-Jun 93	MAT 100 see note (a). MAT 105 See note (b).	Elementary Algebra Intermediate Algebra	7/8/9**	497*

Mathematics	Jul 93-Jul 95	MAT 100 see note (a). MAT 105 See note (b).	Elementary Algebra Intermediate Algebra	7/8/9**	500*
Note (a) Elementary Algebra was changed from MAT 100 to Introductory Algebra MAT 090 in 2002					
Note (b) Intermediate Algebra was changed from MAT 105 to MAT 109 in 2002, changed to Survey of Algebra MAT 106 in 2003; and MAT 099 Jan 2009.					
Subject Examinations					
Composition and Literature					
College Composition with Essay	Jan 92-Dec 94	ENG 121	English Composition I	3	53*
Freshman College Composition with Essay (essay is locally graded)	Jan 95-Jun 01	ENG 121	English Composition I	3	44
Freshman College Composition with Essay (essay is locally graded)	Jul 01 -	ENG 121	English Composition I	3	50
Analysis and Interpretation of Literature	Jan 92-Dec 97	LIT 115	Introduction to Literature I	3	49
Analysis and Interpretation of Literature	Jan 98-Jun 01	LIT 115	Introduction to Literature I	3	47
Analyzing and Interpreting Literature	Jul 01-Dec 08	LIT 115	Introduction to Literature I	3	50
American Literature	Jan 92-Jun 01	LIT 211 & LIT 212	Survey of American Lit. I & II	6	46
American Literature	Jul 01-Dec 08	LIT 211 & LIT 212	Survey of American Lit. I & II	6	50
English Literature	Jan 92-Jun 01	LIT 221 & LIT 222	Survey of British Lit. I & II	6	50*
English Literature	Jul 01-Dec 08	LIT 221 & LIT 222	Survey of British Lit. I & II	6	50

Foreign Languages					
College French	Jan 92-Jun 01	FRE 111	French Language I	5	41
French Language	Jan 09 -	FRE 111	French Language I	5	50
College French	Jan 92-Jun 01	FRE 111 & 112	French Language I & II	10	48
College French	Jul 01-Dec 08	FRE 111 & 112	French Language I & II	10	50
French Language	Jan 09 -	FRE 111 & 112	French Language I & II	10	62
College German	Jan 96-Jun01	GER 111	German Language I	5	37
German Language	Jan 09-	GER 111	German Language I	5	50
College German	Jan 96-Jun01	GER 111 & 112	German Language I & II	10	42

College German	Jul 01-Dec 08	GER 111 & 112	German Language I & II	10	50
German Language	Jan 09-	GER 111 & 112	German Language I & II	10	63
College Spanish	Jan 92-Jun 01	SPA 111	Spanish Language I	5	41
Spanish Language	Jan 09-	SPA 111	Spanish Language I	5	50
College Spanish	Jan 92-Feb 03	SPA 111 & 112	Spanish Language I & II	10	50
College Spanish	Mar 03-Dec 08	SPA 111 & 112	Spanish Language I & II	10	50
Spanish Language	Jan 09-	SPA 111 & 112	Spanish Language I & II	10	66
College Spanish	Mar 03-Dec 08	SPA 211 & 212	Spanish Language III & IV	16	66
History and Social Science					
Introductory Macroeconomics	Jan 92-Dec 94	ECO 201	Principles of Macroeconomics	3	53*
Principles of Macroeconomics	Jan 95-Jun 01	ECO 201	Principles of Macroeconomics	3	44
Principles of Macroeconomics	Jul 01-Dec 08	ECO 201	Principles of Macroeconomics	3	50
Introductory Microeconomics	Jan 92-Dec 94	ECO 202	Principles of Microeconomics	3	53*
Principles of Microeconomics	Jan 95-Jun 01	ECO 202	Principles of Microeconomics	3	41
Principles of Microeconomics	Jul 01-Dec 08	ECO 202	Principles of Microeconomics	3	50
Western Civilization I	Jan 92-Jun 01	HIS 101	Western Civilization I	3	45
Western Civilization I	Jul 01 -	HIS 101	Western Civilization I	3	50
Western Civilization II	Jan 92-Jun 01	HIS 102	Western Civilization II	3	47
Western Civilization II	Jul 01-	HIS 102	Western Civilization II	3	50
History of the U.S. I	Jan 92-Jun 01	HIS 201	U.S. History I	3	45
History of the U.S. I	Jul 01-	HIS 201	U.S. History I	3	50
History of the U.S. II	Jan 92-Dec 96	HIS 202	U.S. History II	3	45
History of the U.S. II	Jan 97-Jun 01	HIS 202	U.S. History II	3	46
History of the U.S. II	Jul 01 -	HIS 202	U.S. History II	3	50
American Government	Jan 92-Jun	POS	American	3	47

	01	111	Government		
American Government	Jul 01-	POS 111	American Government	3	50
Introductory Psychology	Jan 92-Jun 01	PSY 101	General Psychology I	3	47
Introductory Psychology	Jul 01-Dec 08	PSY 101	General Psychology I	3	50
Introductory Psychology	Jan 09 -	PSY 101 & 102	General Psychology I & II	6	45
Human Growth and Development	Jan 09-	PSY 235	Human Growth & Development	3	45
Introduction to Educational Psychology	Jan 92-Jun 01	PSY 245	Educational Psychology	3	50*
Introduction to Educational Psychology	Jul 01-Dec 08	PSY 245	Educational Psychology	3	50
Introduction to Sociology	Jan 92-Jun 01	SOC 101	Introduction to Sociology I	3	47
Introductory Sociology	Jul 01-Dec 08	SOC 101	Introduction to Sociology I	3	50
Science and Mathematics					
General Biology	Jan 92-Jun 01	BIO 111	General College Biology	5	54*
General Biology	Jul 01-Dec 08	BIO 111	General College Biology	5	50
Biology	Jan 09-	BIO 111 & 112	General Bio. I & II with Lab	10	50
General Chemistry	Jan 92-Jun 01	CHE 111	General College Chemistry I	5	54*
General Chemistry	Jul 01-Dec 08	CHE 111	General College Chemistry I	5	50
College Mathematics	Jan 09-	MAT 120	Mathematics for the Liberal Arts	4	50
College Algebra	Jan 92-Jun 01	MAT 121	College Algebra	4	45
College Algebra	Jul 01-	MAT 121	College Algebra	4	50
College Algebra - Trigonometry	Jan 92-Jun 01	MAT 121 & 122	College Algebra and Trigonometry	6/7/8**	45
College Algebra - Trigonometry	Jul 01-Dec 08	MAT 121 & 122	College Algebra and Trigonometry	6/7/8**	50
Trigonometry	Jan 92-Dec 08	MAT 122	College Trigonometry	2/3/4**	50
Calculus (previously Calculus with Elementary Functions)	Jan 92-Dec 95	MAT 201	Calculus I	5	47
Calculus	Jan 96-Jun 01	MAT 201	Calculus I	5	41
Calculus	Jul 01-	MAT 201	Calculus I	5	50
Business					
Introductory Accounting (title change as	Jan 92-Jun	ACC	Accounting	3-5**	52*

of Jan 97 - Principles of Accounting)	01	121	Principles I		
Introductory Accounting (title change as of Jan 97 - Principles of Accounting and then Financial Accounting)	Jul 01-Dec 08	ACC 121	Accounting Principles I	3-5**	50
Introduction to Business Law	Jan 92-Jun 01	BUS 216	Legal Environment of Business	3	54*
Introductory Business Law	Jul 01-Dec 08	BUS 216	Legal Environment of Business	3	50
Information Systems and Computer Applications	Jan 92-Jun 01	CIS 115	Introduction to Computer Information Systems	3-5**	52
Information Systems and Computer Applications	Jul 01-	CIS 115	Introduction to Computer Information Systems	3-5**	50
Introduction to Management	Jan 93-Dec 94	MAN 226	Principles of Management	3	55*
Principles of Management	Jan 95-Jun 01	MAN 226	Principles of Management	3	46
Principles of Management	Jul 01-	MAN 226	Principles of Management	3	50
Principles of Marketing	Jan 93-Jun 01	MAR 216	Principles of Marketing	3	60*
Principles of Marketing	Jul 01-Dec 08	MAR 216	Principles of Marketing	3	50
Excelsior College Examination Equivalencies (Jan 09)					
Formerly Regents College Examinations (Sept. 98 - Dec. 00)					
Formerly ACT-PEP Examinations (start date to Aug. 98)					
Approved for Award of Credit					
Exam Name	Effective Dates	Course Number	Course Title	SEM Credit	Score
Subject Examinations					
Arts and Sciences					
Anatomy and Physiology	Jan 92-Dec 08	BIO 201 & 202	Human Anatomy and Physiology I & II	4/5** each	50*
Anatomy and Physiology	Jan 09-	BIO 201 & 202	Human Anatomy and Physiology I & II	4/5** each	46
English Composition	Jan 01-Dec 08	ENG 121	English Composition I	3	47
English Composition	Jan 09-	ENG 121	English Composition I	3	40
Physical Geology	Jan 92-Dec 08	GEY 111	Physical Geology	4	45
Statistics	Jan 92-Dec 97	MAT 135	Introduction to Statistics	3	45
Statistics	Jan 98-Dec 08	MAT 135	Introduction to Statistics	3	49
Ethics: Theory and Practice	Jan 98-Dec 08	PHI 112	Ethics	3	47
Ethics: Theory and Practice	Jan 09-	PHI 112	Ethics	3	46

Religions of the World	Jan 95-Dec 08	PHI 115	World Religions-West	3	20*
Religions of the World	Jan 09-	PHI 115	World Religions-West	3	47
Research Methods in Psychology	Jan 09-	PSY 200	Research Methodology	3	40
Social Psychology	Jan 09-	PSY 226	Social Psychology	3	37
Life Span Developmental Psych.	Jan 98-Dec 08	PSY 235	Human Growth and Dvlpmnt.	3	47
Life Span Developmental Psych.	Jan 09-	PSY 235	Human Growth and Dvlpmnt.	3	45
Abnormal Psychology	Jan 98-	PSY 249	Abnormal Psychology	3	45
Psych. of Adulthood and Aging	Jan 09-	SOC 201	Introduction to Gerontology	3	45
Foundations of Gerontology	Jan 98-Dec 08	***	***	***	45
Business					
Introduction to Accounting	Jan 92-Dec 08	ACC121 &122	Principles of Accounting I & II	3/4/5**each	52*
Labor Relations	Jan 09-	MAN 129	Labor Relations	3	47
Principles of Management	Jan 92-Dec 97	MAN 226	Principles of Management	3	52*
Principles of Management	Jan 98-Dec 08	MAN 226	Principles of Management	3	45
Principles of Marketing	Jan 92-Dec 97	MAR 216	Principles of Marketing	3	45
Human Resource Management	Jan 92-Dec 97	***	Human Resource Mgmt.	3	pass
Human Resource Management	Jan 98-Dec 08	***	***	***	47
Organizational Behavior	Jan 98-Dec 08	***	***	***	***
Note: Nursing examination are addressed in the State of Colorado Nursing Articulation Agreement					
DANTES (DSST) Exam Equivalencies (Jan 09)					
Approved for Award of Credit					
Exam Name	Effective Dates	Course Number	Course Title	SEM Credit	Score
Business					
Principles of Financial Accounting I	Jan 92-Dec 94	ACC 121	Principles of Accounting I	3/4/5**	53*
Principles of Financial Accounting I	Jan 95-Dec 08	ACC 121	Principles of Accounting I	3/4/5**	49
Principles of Financial Accounting	Jan 09-	ACC 121	Accounting Principles I	4	65
Introductory Cost Accounting	Jan 95-Dec 96	ACC 226	Cost Accounting	4/5**	46
Introduction to Business	Jan 92-Dec 08	BUS 115	Introduction to Business	3	54*
Introduction to Computing w/Basic	Jan 93-Feb	CIS 115	Introduction to	3/4**	57*

	08		Computers		
Introduction to Computing	Mar 08-Dec 08	CIS 115	Intro. to Computer Information Systems	3/4**	57*/400
Introduction to Computing	Jan 09 -	CIS 115	Intro. to Computer Information Systems	3	50/400
Management Information Systems	Jan 09-	CIS 267	Management Information Systems	3	50/400
Basic Marketing	Jan 92-Dec 08	MAR 216	Principles of Marketing	3	51*
Business Law II	Jan 92-Dec 08	***	Legal Environments of Business II	3	53*
Personnel/Human Resource Management	Jan 92-Dec 08	***	Human Resources Management	3	51*
Principles of Supervision	Jan 94-Dec 08	***	Principles of Supervision	3	46
Business Mathematics	Jan 93-Dec 08	***	Business Mathematics	3/4**	52*
Management Information Systems (The CIS discipline committee has approved granting awarded credit for this exam at the institution's discretion.)	Jan 98-Dec 08	***	***	***	***
Foreign Language					
German I	Jan 92-Dec 96	GER 111	German I	5	45
Beginning German II	Jan 92-Dec 96	GER 112	German II	5	45
Beginning Spanish I	Jan 92-Dec 93	SPA 111	Spanish I	5	48
Beginning Spanish II	Jan 92-Dec 93	SPA 112	Spanish II	5	48
Beginning Spanish II	Jan 94-Dec 96	SPA 112	Spanish II	5	47
Humanities					
Ethics in America	Jan 92-Feb 08	PHI 112	Ethics	3	67
Ethics in America	Mar 08-Dec 08	PHI 112	Ethics	3	67/400
Ethics in America	Jan 09 -	PHI 112	Ethics	3	50/400
Introduction to World Religion	Jan 92-Feb 08	PHI 115	World Religions - West	3	49
Introduction to World Religion	Mar 08-Dec 08	PHI 115	World Religions - West	3	49/400
Introduction to World Religions	Jan 09 -	PHI 115	World Religions - West	3	50/400
Mathematics					
Fundamentals of College Algebra	Jan 09-	MAT 121	College Algebra	4	50/400
Principles of Statistics	Jan 92-Feb 08	MAT 135	Introduction to Statistics	3	48

Principles of Statistics	Mar 08-Dec 08	MAT 135	Introduction to Statistics	3	48/400
Principles of Statistics	Jan 09 -	MAT 135	Introduction to Statistics	3	50/400
Physical Science					
Astronomy	Jan 92-Dec 08	AST 101	Astronomy I	4	64*
Environment and Humanity: The Race to Save the Planet	Jan 98-Dec 08	BIO 109	Humans and the Environment	3/4	46
Physical Geology	Jan 95-Dec 08	GEY 111	Physical Geology	4	53*
Physical Geology	Jan 09-	GEY 111	Physical Geology	4	50
Physics w/Calculus: Mechanics	Jan 92-Dec 96	PHY 211	Physics: Calculus Based I	5	56*
Physics w/Calculus: Electricity and Magnetism	Jan 92-Dec 96	PHY 212	Physics: Calculus Based II	5	56*
Principles of Physical Science I	Jan 09-	SCI 155	Integrated Science I - Physics and Chemistry	4	50
Social Science					
Criminal Justice	Jan 93-Feb 08	CRJ 110	Intro to Criminal Justice	3	54*
Criminal Justice	Mar 08-Dec 08	CRJ 110	Intro to Criminal Justice	3	54*/400
Criminal Justice	Jan 09 -	CRJ 110	Intro to Criminal Justice	3	50/400
Introduction to Law Enforcement	Jan 93-Dec 97	CRJ 125	Law Enforcement Operations	3	54*
Introduction to Law Enforcement	Jan 98-Dec 08	CRJ 125	Law Enforcement Operations	3	45
Introduction to Law Enforcement	Jan 09-	CRJ 125	Law Enforcement Operations	3	50
Foundations of Education	Jan 09-	EDU 221	Introduction to Education	3	60
Geography	Jan 92-Dec 94	GEO 105	World Regional Geography	3	53*
Human and Cultural Geography	Jan 95-Dec 08	GEO 105	World Regional Geography	3	48
Human and Cultural Geography	Jan 09-	GEO 105	World Regional Geography	3	50
Rise and Fall of the Soviet Union	Jan 09-	HIS 248	Historical Roots of Modern Russia	3	80
Substance Abuse (formerly Drug & Alcohol Abuse)	Jan 09-	PSY 229	Introduction to Addictive	2	50/400

			Behavior		
Lifespan Development Psychology	Jan 92-Dec 94	PSY 235	Human Growth and Development	3	47
Lifespan Development Psychology	Jan 95-Dec 08	PSY 235	Human Growth and Development	3	46
Lifespan Development Psychology	Jan 09-	PSY 235	Human Growth and Development	3	50
Fundamentals of Counseling	Jan 92-Dec 92	***	Principles of Counseling	3/4**	45
Fundamentals of Counseling	Jan 93-Dec 08	***	Principles of Counseling	3/4**	47*
Foundations of Education	Jan 96-Dec 08	***	Introduction to Education	3	46
Applied Technology					
Technical Writing w/Essay	Jan 92-Dec 94	ENG 131	Technical Writing I	3	66*
Technical Writing w/Essay	Jan 95-Dec 08	ENG 131	Technical Writing I	3	46
Technical Writing w/Essay	Jan 09-	ENG 131	Technical Writing I	3	50
Advanced Placement (AP) Examination Equivalencies (Jan 09)					
Approved for Award of Credit					
Exam Name	Effective Dates	Course Number	Course Title	SEM Credit	Score
Art					
History of Art	Jan 95-Dec 08	ART 111	Art History I	3	3
History of Art	Jan 95-Dec 08	ART 111 & 112	Art History I & II	6	4
Computer Science					
Computer Science A	Jan 95-Dec 08	CSC 160	Computer Science I: Pascal	4	4
Computer Science A	Jan 09-	CSC 160	Computer Science I: (Language)	4	4
Computer Science AB	Jan 95-	CSC 161	Computer Science II: (Language)	4	4
English					
Language and Composition	Jan 95-	ENG 121	English Composition I	3	3
Literature and Composition	Jan 95-	LIT 115	Introduction to Literature I	3	3
Foreign Languages					
Chinese Language and Culture	Jan 09-	CHI 111	Chinese Language I	5	2
Chinese Language and Culture	Jan 09-	CHI 111 & CHI 112	Chinese Language I & II	10	3
Chinese Language and Culture	Jan 09-	CHI 111 & CHI 112 & CHI 211	Chinese Language I & II & III	13	4
French Language	Jan 95-Dec 08	FRE 111	French Language I	5	3

French Language	Jan 95-Dec 08	FRE 111 & FRE 112	French Language I & II	10	4
French Language	Jan 09-	FRE 111	French Language I	5	2
French Language	Jan 09-	FRE 111 & FRE 112	French Language I& II	10	3
French Language	Jan 09-	FRE 111 & FRE 112 & FRE 211	French Language III	13	4
French Literature	Jan 95-	FRE 211	French Language III	3	3
French Literature	Jan 95-	FRE 211 & FRE 212	French Language III & IV	6	4
French Literature	Jan 09-	FRE 211 & FRE 212 & FRE 275	French III & IV & Special Topics	6+	above 4
Latin	Jan 98-Dec 08	FOL ***	***	5	3
German Language	Jan 95-	GER 111	German Language I	5	3
German Language	Jan 95-	GER 111 & GER 112	German Language I & II	10	4
Italian Language and Culture	Jan 09-	ITA 112	Italian Language II	5	3
Italian Language and Culture	Jan 09-	ITA 112 & ITA 211	Italian Language II & III	10	4
Japanese Language and Culture	Jan 09-	JPN 211	Japanese Language III	3	4
Latin: Vergil and Latin Literature	Jan 09-	LAT 211	Latin III	3	3
Latin: Vergil and Latin Literature	Jan 09-	LAT 211 & LAT 212	Latin III & IV	3	4
Spanish Language	Jan 95-	SPA 111	Spanish Language I	5	3
Spanish Language	Jan 95-	SPA 111 & SPA 112	Spanish Language I & II	10	4
Spanish Literature	Jan 95-	SPA 211	Spanish Language III	3	3
Spanish Literature	Jan 95-	SPA 211 & 212	Spanish Language II & IV	6	4
Science					
Biology	Jan 95-	BIO 111	General College	5	3

			Biology I		
Biology	Jan 95-	BIO 111 & BIO 112	General College Biology I&II	10	4
Chemistry	Jan 95-Dec 08	CHE 111	General Chemistry I	5	3
Chemistry	Jan 95-Dec 08	CHE 111 & 112	General Chemistry I&II	10	4
Environmental Science	Jan 09-	ENV 101	Introduction to Environmental Science	4	3
Physics B	Jan 95-Dec 08	PHY 111	Physics: Algebra Based I	5	3
Physics B	Jan 09-	PHY 111	Physics: Algebra-Based I w/Lab	5	4
Physics B	Jan 09-	PHY 111 & PHY 112	Physics: Algebra-Based I&II w/Lab	10	5
Physics C	Jan 95-Dec 08	PHY 211	Physics: Calculus Based II	5	3
Physics C: Mechanics	Jan 09-	PHY 211	Physics: Calculus-Based I w/Lab	5	4
Physics C: Elec. And Magnetism	Jan 09-	PHY 212	Physics: Calculus-Based II w/Lab	5	4
History and Social Science					
Economics	Jan 95-Dec 08	ECO 201	Principles of Macroeconomics	3	3
Economics	Jan 95-Dec 08	ECO 202	Principles of Microeconomics	3	3
Human Geography	Jan 09-	GEO 106	Human Geography	3	3
European History	Jan 95-	HIS 101	Western Civilization I	3	3
European History	Jan 95-	HIS 101 & HIS 102	Western Civilization I & II	6	4
World History	Jan 09-	HIS 111 & HIS 112	World Civilization I & II	6	3
United States History	Jan 95-	HIS 201	U.S. History I	3	3
United States History	Jan 95-	HIS 201 & HIS 202	U.S. History I & II	6	4
U.S. Government and Politics	Jan 95-	POS 111	American Government	3	3
Comparative Government and Politics	Jan 95-Dec 08	POS 216	Comparative Politics	3	3
Comparative Government and Politics	Jan 09-	POS	Comparative	3	3

		225	Government		
Psychology	Jan 95-Dec 08	PSY 101	General Psychology I	3	3
Psychology	Dec. 08-	PSY 101 & PSY 102	General Psychology I & II	6	3
Mathematics					
Statistics	Jan 98-	MAT 135	Introduction to Statistics	3	3
Calculus - AB	Jan 95-	MAT 201	Calculus I	5	3
Calculus - BC	Jan 95-	MAT 201	Calculus I	5	3
Calculus - BC	Jan 95-	MAT 201 & MAT 202	Calculus I & II	10	4
Music					
Music Theory	Jan 95-Dec 08	MUS 101	Music Theory I	3/4**	3
Music Theory	Jan 95-Dec 08	MUS 101 & 102	Music Theory I & II	6/8**	4
Music Theory	Jan 09-	MUS 110, 111, 112 & 113	Music Theory I & II and Ear Training/Sight -singing Lab I & II	8	3
International Baccalaureate (IB) Examination Equivalencies (Jan 09)					
Approved for Award of Credit					
Exam Name	Effective Dates	Course Number	Course Title	SEM Credit	Score
Anthropology	Mar 04-Dec 08	ANT 101	Cultural Anthropology	3	**HL4
Art	Mar 04-Dec 08	ART 110	Art Appreciation	3	**HL4
Art/Design	Mar 04-Dec 08	ART 110	Art Appreciation	3	**HL4
Art/Design	Mar 04-Dec 08	ART 131	Visual Concepts 2D Design	3	*SL4
Biology	Mar 04-	BIO 111	General Biology I with Lab	5	**HL4
Applied Chemistry	Mar 04-Dec 08	CHE 101	Introduction to Chemistry I w/lab	3	*SL 4
Chemistry	Mar 04-Dec 08	CHE 111	General College Chemistry I	5	**HL4
Computer Science	Mar 04-Dec 08	CIS 115	Intro to Computer Information Systems	4	**HL 4
Economics	Mar 04-Dec 08	ECO 201	Principles of Macroeconomics	3	**HL4
English	Mar 04-Dec 08	ENG 121	English Composition I	3	**HL4

Environmental Systems	Jan 09-	ENV 101	Introduction to Environmental Science	4	**HL4
Foreign Language A1	Mar 04-Dec 08	FOL 211 & 212	Foreign Language III & IV	6	**HL 4
Foreign Language B	**Mar 04-Dec 08**	**FOL 111 & 112**	**Foreign Language I & II**	**10**	****HL 4**
Foreign Language B	Mar 04-Dec 08	FOL 101 & 102	Conversation I & II	6	*SL 4
Geography	Mar 04-Dec 08	GEO 105	World Regional Geography	3	**HL4
History of Europe	Mar 04-Dec 08	HIS 101 & 102	Western Civilization I & II	6	**HL4
History of the Americas	HIS 201	U.S. History I	3	**HL4	
History	Jan 09-	HIS 247	20th Century World History	3	**HL4
Islamic History	Jan 09-	HIS 249	History of Islamic Civilization	3	**HL4
Classical Languages	Jan 09-	LAT 111	Latin I	3	**HL3
Management Studies	Mar 04-Dec 08	MAN 226	Principles of Management	3	**HL 4
Mathematical Studies	Mar 04-	MAT 120	Mathematics for the Liberal Arts	4	**HL 4
Mathematics HL	Mar 04-	MAT 121	College Algebra	4	**HL 4
Mathematics HL	Mar 04-Dec 08	MAT 122 & 201	College Trigonometry and Calculus I	8	**HL4
Music	Mar 04-Dec 08	MUS 120	Music Appreciation	3	**HL4
Music	Jan 09-	MUS 120, 141 &110	Music Appreciation, Private Instruction, Music Theory I	7	**HL4
Philosophy	Mar 04-	PHI 111	Introduction to Philosophy	3	**HL4
Physics	Mar 04-Dec 08	PHY 111 & 112	Physics: Algebra based I & II	5 (each)	**HL4
Psychology	Mar 04-Dec 08	PSY 101	General Psychology I	3	**HL4
Theatre Arts	Jan 09-	THE 105	Theatre Appreciation	3	**HL4
Language A1	Jan 09-	FOL 212		3	**HL4
Language A2	Jan 09-	FOL 212		3	**HL4
Language ab initio (beginner)	Jan 09-	FOL 101		3	**HL3

Language ab initio (beginner)	Jan 09-	FOL 101 and FOL102	6	**HL4

It is recommended that students be awarded at least the course and credits listed above. Individual community colleges have the discretion to increase course/credits.

***SL Standard Level** ****HL High Level**

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Concept:

The College Board has developed a series of college-level examinations designed to evaluate knowledge acquired outside the traditional college classroom. This program is called the College-Level Examination Program (CLEP). Credit is awarded for successful demonstration of this knowledge through a variety of examinations.

The CLEP is composed of two types of examinations:

1. **General Examinations** measure general college-level learning equivalent to courses taken in the first or second year of study.

2. **Subject Examinations** measure learning equivalents to specific college-level courses. (Students seeking AA or AS degrees with Core requirements should take only Subject Examinations.)

Process:

1. To register for the CLEP, contact the Counseling, Advising and Assessment Center, Room 132 in Hays Student Center, (970) 521-6656. Practice tests are available in the Counseling Office at no charge.
2. The cost of CLEP is $105.00: $80.00 to CLEP (payable by credit card at the time of testing) and $25.00 (payable in cash or by check) to Northeastern Junior College. The price includes testing and two transcripts: an official copy for the school and a student copy.
3. Scores of all examinations are mailed to the student within 10-14 working days. It is the responsibility of the student to submit a copy of the score(s) to the Records Office for evaluation.
4. Each examination is 90 minutes in length and consists of multiple-choice questions to be answered in two separate time sections.
5. Examinations are administered on computer in the Counseling, Advising and Assessment Center, Room 132 in Hays Student Center.

ADVANCED PLACEMENT PROGRAM (APP)

Concept:

Students who have completed the Advanced Placement Tests with a minimum score of 3 or 4 will receive credit for selected courses. Official scores are to be submitted to the Records Office for evaluation.

Process:
It is the responsibility of the student to submit a copy of the score(s) to the Records Office for evaluation.

MILITARY EDUCATIONAL AND TRAINING CREDIT

INTRODUCTION

Military educational and training credit can be transcripted through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). How colleges interpret and articulate the credit is based on the nature of the credit transcripted: credit earned by a test like CLEP, American Council on Education (ACE) course descriptions and credit recommendations for military training schools, or ACE occupational credit recommendations for job performance.

WHAT IS THE PURPOSE OF SMART AND AARTS?

To provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled Guide to the Evaluation of Educational Experiences in the Armed Services, used by colleges and universities around the country. The ACE Guide is available on-line at http://www.militaryguides.acenet.edu.

WILL COLLEGES ACCEPT CLEP, EXCELSIOR AND DSST SCORES FROM THE SMART AND AARTS TRANSCRIPT?

Yes, colleges will review and evaluate the CLEP, Excelsior and DSST scores from the transcript and evaluate in accordance with the posted matrix in this document.

HOW ARE THE ACE SERVICE SCHOOL COURSE DESCRIPTIONS AND RECOMMENDATIONS EVALUATED?

Colleges will compare the training school course description and ACE credit recommendation with college course descriptions for equivalencies. If the courses are found to be equivalent, the credit will be applied to a student's transcript.

HOW IS OCCUPATIONAL CREDIT EVALUATED?

Colleges may choose to allow a student to submit the occupational materials for credit through the portfolio process outlined in this guide. ACE recommendations do not apply for occupational/job performance credit.

HOW IS CREDIT TRANSFERRED FROM CCAF?

Colleges evaluate credit from CCAF like they would for any other accredited college. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications. Please see section III of this guide for additional information.

CREDIT BY INSTITUTIONAL (CHALLENGE) EXAMINATION

Concept:

The Institutional Challenge Examination is equivalent to a cumulative end-of-term or semester examination or a series of comparable exams.

Standards:

1. The student must be currently enrolled at Northeastern Junior College, but not registered for the course he/she plans to challenge.

2. Credit shall be given only for those courses directly applicable to curriculum requirements for the certificate or degree program of the student as outlined in the college catalog.

3. A maximum of 50% of the credits required for a certificate may be awarded through the institutional challenge exam or any other method of prior learning assessment. The remaining 50% of the required credit must be earned through classroom instruction. For a degree you may earn all except for residency required credit through any method of prior learning assessment.

4. Residency requirements are not met by institutional challenge examination credits.

5. Students must have 1 course from Northeastern Junior College on their transcripts before credit can be awarded.

6. No letter grade will be awarded for the institutional challenge examination and this is not used to calculate the student's grade point average. Credits will be posted on the student's transcript.

7. The student is expected to complete the process within the semester in which payment is made.

Process:

1. The student reviews his/her program and the course descriptions to identify the course(s), which correspond with his/her learning experiences and makes a list of course numbers, titles, and credits.

2. The student contacts the Prior Learning Assessment Coordinator and meets with a full-time faculty member who teaches the course to establish the level of competency required.

3. The student completes a contract with the Prior Learning Assessment Coordinator.

4. The student submits a Petition for Credit with $30.00 per semester credit to the Business Office then returns signed forms to the Prior Learning Assessment Coordinator.

5. The Prior Learning Assessment Coordinator submits evaluation forms to the faculty member. The student makes arrangements for testing. After completing the institutional challenge examination, the faculty member signs the evaluation form and forwards the document to the Program Dean for signature.

6. The evaluation form and supporting documentation is forwarded to the Prior Learning Assessment Coordinator. The Coordinator submits the petition for credit to the Records Office where the appropriate credit is awarded and documented on the transcript.

Transfer:

Credit awarded through the institutional challenge examination is transferable to other state community colleges. Transfer guides and articulation agreements should be consulted before attempting to transfer prior learning credit to other four-year colleges and universities.

EVALUATION USING PUBLISHED GUIDES

Education Experience in Armed Forces (ACE)

Educational Credit for Training Programs (ACE)

The National Guide to Educational Credit for Training Programs

Contact the Records Office or the Prior Learning Assessment Coordinator for evaluation of documents.

The student submits a petition for Credit with $30.00 per semester credit to the Business Office then returns signed forms to the Prior Learning Assessment Coordinator. The Coordinator submits the petition for credit to the Records Office where the appropriate credit is awarded and then documented on the student's transcript.

CREDIT BY PORTFOLIO ASSESSMENT

Concept:

The portfolio is a collection of documents gathered by the student and presented in a systematic format which offers proof that previous experience has provided learning comparable to college level learning in specific courses. The learning is verified through an essay and other documentation. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

Standards:

1. The student must be currently enrolled at Northeastern Junior College but not registered for the course(s) for which he/she wishes to earn portfolio credit.

2. Learning must be appropriate to the student's individual degree or certificate program.

3. Learning gained through work and/or life experience must be at the college level.

4. The student must meet with the Prior Learning Assessment Coordinator and register for Individual Studies in Portfolio Development. - 1 Credit.

5. A maximum of 50% of the semester credit requirements for a certificate may be awarded through portfolio assessment or any other method of prior learning assessment. The remaining 50% of required credit must be earned through classroom instruction. For a degree all but the required residency hours may be earned through any method of prior learning assessment.

6. Residency requirements are not met by portfolio assessment.

7. Students must have 1 course from Northeastern Junior College on their transcript before credit can be awarded.

8. No letter grade will be awarded for the portfolio assessment, and thus is not used to calculate the student's grade point average. Credits will be posted on the student's transcript.

Process:

- The student reviews his/her program and the course descriptions to identify the course(s), which correspond with his/her learning experiences and makes a list of course numbers, titles, and credits.

1. The student contacts the Prior Learning Assessment Coordinator, registers for one semester credit of Individual Studies in Portfolio Development, and begins the process of identifying the learning gained from previous experiences.

2. The student completes a contract with the Prior Learning Assessment Coordinator. (One semester to finish.)

3. The student makes a list of possible portfolio components and meets with a full-time faculty evaluator as assigned by the Program Chair.

4. The student submits a petition for Credit with $40.00 per semester credit to the Business Office then returns signed forms to the Prior Learning Assessment Coordinator.

5. Prior learning credit through the portfolio assessment requires that the student develop a portfolio using a *combination* of the documents listed below. The portfolio becomes a part of the student's permanent record at Northeastern Junior College; therefore, the student should retain a complete copy of the portfolio, which includes all original documents. There are certain minimum requirements for the content of the portfolio. These must be in a logical order before the portfolio can be considered for evaluation.

Cover Page and Table of Contents: Each portfolio will have a cover page identifying the portfolio and the student who prepared it for credit. A table of contents listing the separate parts of the portfolio will also be included.

Degree or Certificate Program Plan: The plan must include required and elective courses for the declared program of study.

Request for Portfolio Credit: A short letter or locally developed form on which the student will indicate the course(s) s/he is requesting for the awarded credit.

Narrative of Intent: This document should introduce the student to the evaluator. It is a relevant but brief autobiographical presentation that ties together why the portfolio is being submitted and why the credit should be awarded. It is a general overview of what will be discussed in detail later.

Relevance: If general education courses are being requested for award, the student must show how his or her life experiences relate to the request. If occupational courses are being requested for award, the narrative will include the student's relevant work experiences and may include those life experiences relating to the request.

Resume: A resume must be submitted when occupational courses are being requested for credit awards. The resume is optional when only general education courses are being requested.

Course Requests: This portion of the portfolio will have a separate section for each course for which credit is being requested. Course competency statements and/or learning outcomes (provided to the student by the CPL advisor or by the instructional unit) should be the starting point for the development of this section. The student then will describe how his or her learning relates to this specific course and how he or she has accomplished the competencies/learning outcomes expected of a person who successfully completed the course.

Documentation: Supporting documentation will be presented in the portfolio to support the student's request for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the student's stated learning and provide the evaluator with qualitative evidence for evaluation. Types of documentation are as follows:

- Certificates of Training: Students who have received training through non-traditional methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores).
- Portfolio of Works:; Students requesting awarded credit in some fields may have a portfolio of their work, which will support their request.
- Demonstration of Competency: Some students may request credit in courses that can only be evaluated after a performance of their skills.
- Oral Interview: The evaluator may contact the student for a verbal discussion of his/her portfolio as a supplement to the written information provided.
- Awards and Honors: The student may provide copies of any awards and honors directly related to the competencies.
- Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors: These documents may be included to verify attainment of the competencies and/or learning outcomes for which the student is seeking credit.

7. Upon completion of the portfolio, the Prior Learning Assessment Coordinator forwards the portfolio and the evaluation form to the faculty evaluator. Guidelines for evaluation included:

a) Learning must be demonstrable.
b) Learning must have both a theoretical and applied component.
c) Learning must be at the college level.
d) Learning must be currently applicable
e) Learning must be equated to a specific course or courses in the Northeastern Junior College curriculum and applicable to the student's certificate or degree requirements.

8. Following the evaluation of the portfolio, the faculty members sign the evaluation form and send both documents to the Program Chair for signature.

9. The evaluation form and supporting documentation is forwarded to the Prior Learning Assessment Coordinator. The Coordinator submits the Petition for Credit to the Records Office where the appropriate credit is awarded and documented on the transcript. The portfolio is maintained on file in the Prior Learning Assessment office.

Transfer:

Credit awarded through the portfolio evaluation is transferable to other state community colleges. Transfer guides and articulation agreements should be

consulted before attempting to transfer to other four-year colleges and universities.

Credit for Prior Learning Self-Assessment

Name_____
Address_____
City _____ State _____ Zip_____
Phone (home)_____ (work) _____
College of
Enrollment_____
Degree or certificate program _____

List courses for which you are requesting prior learning credit:

	Prefix	Number	Title	Credits
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

EXPERIENTIAL LEARNING EXPERIENCES. (This section should be as detailed as possible. Feel free to attach additional sheets to this form. Write out a list of significant experiences since high school.)

TRAINING. May include correspondence, seminars, conferences, workshops, continuing education, formal military training, clinics, television/radio courses, etc.

A. _____

B. _____

C. _____

JOB/WORK EXPERIENCE: Include position or title, length of time in position, acquired skills.

A. _____
B. _____
C. _____

VOLUNTEER EXPERIENCE. Church, community, politics, schools, include length of time and duties/skills acquired.

A. _____
B. _____
C. _____

INDEPENDENT LEARNING. Independent research, projects (e.g. self-taught computer skills, extensive reading, public writing and/or speaking, foreign languages, business owner/operator) include length of time and skills acquired.

A. _____
B. _____
C. _____

RECREATIONAL ACTIVITIES. (e.g., acting, theater production, music performance, travel/tours, including acquired knowledge.

A. _____
B. _____
C. _____

RELATED LICENSES OR CERTIFICATES.

A. _____
B. _____
C. _____

MEMBERSHIP IN RELATED ORGANIZATIONS.

A. _____
B. _____
C. _____

****ATTACH A CURRENT RESUME**

APPENDIX QUICK VIEW

APPENDIX A: CONTRACT FOR INSTITUTIONAL (CHALLENGE) EXAMINATION-Use this form to set up a contract with the Prior Learning Assessment Coordinator to take the Challenge Examination.

APPENDIX B: CHALLENGE EXAMINATION - EVALUATION REPORT-This form is for the instructor to document satisfactory/unsatisfactory completion of a Challenge Examination.

APPENDIX C: PORTFOLIO COMPONENTS-DOCUMENTATION-Use this form to document past experiences if you are using a portfolio to obtain credit.

APPENDIX D: CONTRACT FOR PORTFOLIO ASSESSMENT –Use this form to set up a contract with the Prior Learning Assessment Coordinator to set up a portfolio assessment.

APPENDIX E: PRIOR LEARNING ASSESSMENT PETITION FOR CREDIT-This form is the official document that verifies completion of all requirements including payment of fees. It is turned into the records office so that credit may be applied to your transcript.

APPENDIX A

CONTRACT FOR INSTITUTIONAL (CHALLENGE) EXAMINATION

This is a contract between the student and the Prior Learning Assessment Coordinator to allow the student to obtain credit for prior learning by challenge exam.

1. The student will be currently enrolled at Northeastern Junior College, but not registered for the courses he/she plans to challenge.
2. The student will meet with a full-time faculty member who teaches the course to establish the level of competency required.
3. The student will submit a Petition for Credit with $30.00 per semester credit to the Business Office and will return signed forms to the Prior Learning Assessment Coordinator.
4. The Prior Learning Assessment Coordinator will submit the evaluation forms to the faculty member.
5. The student will make arrangements for testing.
6. After completing the institutional challenge examination, the student will have the faculty member sign the evaluation form. The faculty member signs the form and forwards the document to the Program Chair for signature. The Program Chair forwards the document to the Prior Learning Assessment Coordinator.
7. The student must complete the process within the semester in which payment is made.
8. The student understands and agrees to the above stipulations and understands that starting the process or taking the test does not guarantee credit being awarded or being able to test out of the required course.

Prior Learning Assessment Coordinator Signature:
_____
Date: _____
Student Signature: _____
Date: _____

APPENDIX B

CHALLENGE EXAMINATION-EVALUATION REPORT

Name_____Social Security#_____

Address_____

City_____State_____Zip_____
_

Telephone # (H)_____(W)_____

Program/Degree_____

Course #	Course Title	Credits

The above student has **demonstrated/not demonstrated** proficiency in the above course.

Faculty member, briefly explain the nature of the assessment used to determine the student's proficiency in the course subject matter.

_____

_____

_____

_____

_____

_____ _____
Faculty Signature Date

_____ _____
Signature, Program Chair Date

_____ _____
Signature, Prior Learning Coordinator Date

APPENDIX C

PORTFOLIO COMPONENTS - DOCUMENTATION

Course: Prefix and Number		
Faculty Appointment Date		

IF APPROPRIATE, CREATE ADDITIONAL ITEMS ON THE LIST AND CHECK OFF

	Date Completed	Date Completed
Summary Abstract		
Autobiography		
Resume		
Transcripts		
Certificates		
Licenses		
Awards		
Letters Written By Employers		
Consultants		
Business Partners		
Work Samples: Articles		
Slides / Photos		
Miscellaneous		

Faculty Evaluator Signature:_____Date:_____

Comments:_____

Program Chair Signature:_____Date:_____

APPENDIX D

CONTRACT FOR PORTFOLIO ASSESSMENT

This is a contract between the student and the Prior Learning Assessment Coordinator to allow the student to obtain credit for prior learning by portfolio assessment.

1. The student will be currently enrolled at Northeastern Junior College, but not registered for the courses he/she wishes to earn portfolio credit.
2. The student will meet with the Prior Learning Assessment Coordinator and register for Individual Studies in Portfolio Development – 1 Credit.
3. The student will submit a Petition for Credit with $40.00 per semester credit to the Business Office and will return signed forms to the Prior Learning Assessment Coordinator.
4. The student will identify the learning gained from previous experiences.
5. The student will make a list of possible portfolio components and will meet with a full-time faculty evaluator as assigned by the Program Chair.
6. The student will develop a portfolio using a *combination* of the documents listed below.
    a. Evaluation form
    b. Autobiography
    c. Transcripts
    d. Summary abstract, which relates prior experience to the course communications.
    e. Documentation (certificates, letters, licenses, work samples, job descriptions, etc.)
    f. Interview by the faculty evaluator.

7. Upon completion of the portfolio, the Prior Learning Assessment Coordinator will forward the portfolio and the evaluation form to the faculty evaluator.
8. The student must complete the process within the semester in which payment is made.
9. The student understands and agrees to the above stipulations and understands that starting the process or completing the portfolio does not guarantee credit being awarded or being able to test out of the required course.

Prior Learning Assessment Coordinator Signature:
_____
Date: _____
Student Signature: _____
Date: _____

APPENDIX E

Prior Learning Assessment Petition for Credit

Name_____Social Security#_____

Address_____

City_____State_____Zip_____
_

Telephone # (H)_____(W)_____

Program/Degree_____

Credit hours complete to date_____

Enrollment at NJC verified
by_____Date_____

Type/s of Credit:
Standardized Tests_____
Challenge Exam_____
Published Guides: Private/corporate_____Military_____
Portfolio Assessment_____
Other_____

THIS PETITION IS SUBMITTED FOR THE COURSE CREDIT(S) LISTED BELOW IN ACCORDANCE WITH THE POLICIES AND PROCEDURES OF THE PRIOR LEARNING ASSESSMENT PROGRAM. ***PRIOR LEARNING CREDITS ARE NOT ELIGIBLE FOR CORE TRANSFER PROGRAM.***
I UNDERSTAND THAT I MUST HAVE SIX (6) SEMESTER HOURS RECORDED ON MY NJC TRANSCRIPT BEFORE PRIOR LEARNING CREDIT MAY BE AWARDED.

Student
Signature_____Date_____

Course #	Course Title	Credits

Total Credit Hours requested_____Total
Fee_____

Payment verified by_____Date_____

These course credits as evaluated have been approved and are to be recorded on the student's transcript.

_____ _____
Signature, Prior Learning Coordinator Date

These course credit hours as approved have been recorded on the student's transcript.

_____ _____
Signature, Records Office Date.

CREDIT FOR PRIOR LEARNING: QUICK REFERENCE

METHOD	STEPS	COST
CLEP	1. Register & pay fees for test in Counseling Office 2. Take test 3. Submit scores to Counseling Office for evaluation. 4. Complete payment for credit in Prior Learning Office. 5. Pay fees in Business Office. 6. Credit posted to transcript by Records Office.	$105.00 per test
INSTITUTIONAL (CHALLENGE) EXAM	1. Contact Prior Learning Coordinator for appointment with faculty member in subject area. 2. Sign contract and complete petition for credit in Prior Learning Office. 3. Pay fees in Business Office. 4. Take test(s). 5. Evaluation completed by faculty member. 6. Credit posted to transcript by Records Office.	$30.00 per semester credit
PORTFOLIO	1. Register for Individual Studies in Portfolio Development in Prior Learning Office. 2. Sign contract in Prior Learning Office 3. Meet with faculty evaluator. 4. Submit petition for credit in Prior Learning Office. 5. Pay fees in Business Office. 6. Complete portfolio. 7. Evaluation completed by faculty member. 8. Credit posted to transcript by Records Office.	$40.00 per semester credit
ACE GUIDES	1. Contact Prior Learning Office or Records Office for evaluation of documents. 2. Submit petition for credit in Prior Learning Office 3. Pay fees in Business Office. 4. Credit posted to transcript in Records Office.	$30.00 per semester credit

***Fees are subject to change without notice.**