

# CREDIT FOR PRIOR LEARNING

Special credit options are available for students who obtain knowledge, skills, and abilities outside of a Glen Oaks degree program. Credit for prior learning eligibility criteria:

1. Credit by Experience based on extensive training or experience in industry or business in a particular field.
2. Credit by Certification based on industry recognized certifications.
3. Credit by College-Level Examination based on recognized national and international testing services or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course.

The Vice-President of Academics may require students to meet with a Glen Oaks advisor or faculty member to discuss prior learning options and experiences. In all cases, the Vice-President of Academics will advise the Registrar of his/her decision and copies of the request will be placed in the student's personal file.

Adopted by Board of Trustees 1/13/93, revised 9/14/05, reviewed 9/17/14, revised 4/13/23

## CREDIT BY EXPERIENCE (3.06a)

Credit by Experience may be awarded to a student based on extensive training or experience in industry or business in a particular field. Students desiring to have their experience reviewed must assemble and submit a portfolio to the Office of Academics. Portfolios must clearly document the request and relevant life and work experiences and how they align to each student learning outcome for every Glen Oaks course applied for.

All submissions will be reviewed by the Vice-President of Academics and faculty in the respective department. If deemed appropriate by the student learning outcomes for all courses applied for, the Office of Academics will work with the student and faculty to establish a date, time, and location for a demonstration.

A grade of "CR" (credit granted) will be issued based on the satisfactory review of Credit by Experience. No record will be added to the transcript if the student's portfolio or demonstration is unsatisfactory. The fee for reviewing Credit by Experience for each course is \$50.00.

Adopted by Board of Trustees 4/13/23

## CREDIT BY CERTIFICATION (3.06b)

Credit by Certification is the awarding of credit for selected courses because of formal, non-collegiate learning. Such learning is attested through the awarding of certificates, diplomas, or letters of completion in business and industry. Glen Oaks faculty review industry credentials against learning outcomes and set equivalencies. Certification equivalencies are stored in the Office of Academics and reviewed during the program review process for programs that have these course equivalencies as part of their core courses.

Credit by Certification may be awarded to a student based on earned business and industry credentials. Students desiring to have their certifications reviewed must submit an up-to-date copy of their certificate to the Office of Academics.

All submissions will be reviewed by the Vice-President of Academics or his/her designee.

A grade of "CR" (credit granted) will be issued based on the satisfactory review of the credential. No record will be added to the transcript if the student's certificate does not apply to a Glen Oaks course. There is no fee for reviewing Credit by Certifications.

Adopted by Board of Trustees 4/13/23

## CREDIT BY COLLEGE-LEVEL EXAMINATION (3.06c)

Credit by College-Level Examination may be awarded to students based on the successful completion of a recognized national or international exam or the successful completion of an in-house exam representing the student learning outcomes for a specific Glen Oaks course. Nationally and internationally recognized exams include the Advanced Placement Program by the College Board (AP), the College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST), the International Baccalaureate (IB), and the Cambridge Assessment.

At Glen Oaks Community College, a maximum of forty-five (45) semester hours of credit may be applied toward an associate degree through credit by college-level learning examination. Transfer of college-level examination credits is dependent on the policy in effect at the transferring college or university.

A grade of "CR" (credit granted) will be issued based on the satisfactory review of a received AP, CLEP, DANTES, IB, or in-house exam and the credit earned may count toward degree requirements. No records will be added to the transcript if the student's exam score(s) is not satisfactory. There is no fee for reviewing AP, CLEP, IB, or Cambridge Assessment exams. The fee for an in-house exam is \$50.00.

## ADVANCED PLACEMENT

The Advanced Placement Program is administered by the College Board, a private educational agency. High schools can participate in the program by following specific guidelines. At the completion of AP high school course work, a student may sit for that course's Advanced Placement Examination. The results of this test are reported to the student, the high school, and to the college. The program expects that participating colleges will grant advanced standing or degree credit to candidates who earn AP Exam scores of 3 or better. The College Board AP Exam scores are defined as:

5 = Extremely well qualified

4 = Well qualified

3 = Qualified

2 = Possibly qualified

1 = No recommendation

## COLLEGE LEVEL EXAMINATION PROGRAM

The College Level Examination Program (CLEP) is a service of the College Entrance Examination Board. The CLEP test affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level. The test battery includes several general study areas and numerous specific subject matter fields. Students do not have to pay tuition for the credits granted. Evaluation of credits will be based on recommendations by the American Council on Education, transfer college, and if they are appropriate to the student's program of study. Further information concerning this program includes testing sites may be obtained by contacting the advising department or through the CLEP website. The student is responsible to

have official transcripts sent to the Registration Office from the College Board.

#### DANTES Subject Standardized Tests

The Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests (DSST) is a service of Prometric, the recognized global leader in technology-enabled testing and assessment services. DSST exams are funded for active-duty military; however, adult learners, homeschooled students, and military veterans are also eligible to earn Glen Oaks credits through DSST. Students do not have to pay tuition for the credits granted. Evaluation of credits will be based on the recommended percentile score determined by the American Council on Education (ACE), and if they are appropriate to the student's program of study. Further information concerning this program including testing sites may be obtained by contacting the advising department.

#### International Baccalaureate

The International Baccalaureate (IB) Diploma Program is a global program that provides education to students 16-19 years of age. The IB provides a theoretical foundation and academic rigor in many subjects for students preparing for college. In many cases, exam results equate to the knowledge, skills, and abilities a student would attain in classes within the first two years of college. Glen Oaks recognizes subjects taken at the higher level (HL) for college-level examination and awards credit for Glen Oaks classes after a review of the IB exam scores and related Glen Oaks curriculum by departmental faculty, the Academics Office, and the Registrar.

Further information concerning this program including IB subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

#### Cambridge Assessment

The Cambridge Assessment is a globally recognized exam created by Cambridge University, offered in a variety of subject areas. Glen Oaks recognizes Cambridge Assessment results for college-level credit and awards credit for Glen Oaks classes after a review of Cambridge Assessment exam scores and related Glen Oaks curriculum by department faculty, the Academics Office, and the Registrar.

Further information concerning this program including Cambridge subjects and Glen Oaks course equivalencies may be obtained by contacting the advising department.

### **CREDIT BY EXAMINATION**

Students may receive credit for a course offered by Glen Oaks Community College by requesting and then successfully completing an in-house comprehensive examination in the subject matter area. Whether a course is eligible for credit by examination will be determined by the Vice-President of Academics and the faculty who teach the course. The following steps must be taken:

- 1) Student completes the "Credit by Examination" form in Etrieve.
- 2) The faculty member receives the form in Etrieve.
- 3) If approved, the Vice-President of Academics receives the form in Etrieve.
- 4) If approved, the Registrar receives the signed form and communicates the process with the student and faculty member.

5) The student then pays the non-refundable Credit by Examination fee.

6) And the student takes the comprehensive exam. A grade of "CR" (credit granted) will be issued based on the satisfactory student performance on the comprehensive exam for the semester in which the exam was given. No record will be added to the transcript if student performance on the exam is unsatisfactory. The fee for an in-house comprehensive exam is \$50.00.

Adopted by Board of Trustees 4/13/23