

Polk State College Procedure

Subject	Reference	Date	Number
Alternative, Accelerated, and Articulated Credit	DBOT Rule 4.02 FS1004.096 FS 1004.0961 FS 1007.22FS 1007.27 FS 1007.23 6A-10.024 6A-14.0302 6A-14.0304 6A-14.031	9/15/15	1034

I. Purpose

The purpose of this procedure is to define the application of alternative, accelerated, and articulated credit, including online alternative credit, at Polk State College. All such credit is posted to the student’s academic record with the grade of “P” (pass), which does not contribute to the GPA. All credit of this nature is available only to admitted and matriculated students.

II. Procedures for Institutional Credit-by-Exam

Polk State College offers matriculated students the opportunity to earn credit by a comprehensive examination for certain courses that have been approved by the originating department. The examination content must demonstrate that the student has sufficient mastery of the course’s Student Learning Outcomes (SLOs).

The College reserves the right to evaluate institutional credit-by-exam awarded by fellow state institutions and to transfer such credit as deemed appropriate.

Institutional Credit-by-Exam Process

- A. Each department shall establish a list of courses that qualify for institutional credit-by-exam. These should generally not be courses where standardized exams, such as CLEP, are available.
- B. The department shall retain documentation of the decision process and justification for each course’s election as a candidate for credit-by-exam.
- C. A comprehensive exam (or consistent pool of questions) shall be established that directly evaluate the student’s achievement of the course’s Student Learning Outcomes.
- D. A passing score at which the student earns credit for the course shall be established.
- E. The exam instrument master copy, along with the answer key, shall be retained in the office of the program director or the campus academic dean.
- F. When a student requests to receive credit for a course using the credit-by-exam option, he/she shall present the program

director or the campus academic dean with a paid receipt for the exam. Then, the appropriate office shall forward a secure copy of the exam (with the student's name and student ID on it) to the TLCC for the specified exam date.

- G. The TLCC shall maintain the security of the exam and provide proctoring services.
- H. Upon completion of the exam by the student, the TLCC shall return the marked exam to the office from which it was sent. This office ensures that the exam is graded using the answer key or by a qualified faculty member.
- I. A *Credit-by-Exam* form, available in the Registrar's Office, shall be completed and forwarded to the Registrar for posting credit to the student's record when applicable.
- J. Upon receipt of the *Credit-by-Exam* form, the student's record shall be posted with the appropriate credit when applicable. If the student passed the exam, a grade of *P* is posted. If the student did not pass the exam, no posting on the student record occurs. Polk State allows only one attempt of an exam per each institutional credit-by-exam opportunity.
- K. The *Credit-by-Exam* form is retained in the student's academic record.

III. Procedures for Accelerated Credit-by-Exam Mechanisms

Polk State College awards credit based on receipt of specific minimum scores on nationally-standardized general or subject-area exams in accordance with Florida Statute 1007.27 and the State Board of Education Administrative Rules (Chapter 6A-10.024). Information on specific test/score/course information is maintained by the Florida Department of Education at <http://www.fldoe.org/articulation/pdf/ACC-CBE.pdf>. Examples of accelerated options for receipt of student credit include the following:

- A. College Level Examination Program (CLEP)
- B. Defense Activity of Non-Traditional Education Support (DANTES)
- C. Subject Standardized Tests (DSST's)
- D. Excelsior College Examinations
- E. International Baccalaureate Program (IB) courses
- F. Advanced Placement (AP) Program courses

A maximum combined credit award of up to forty-five (45) credits is allowed from accelerated credit mechanisms, provided the credit has been awarded in accordance with the State Board of Education Articulation Coordinating Committee's recommended minimum scores and course equivalents. Awarded credit may not duplicate ordinary credit, dual enrollment credit, or other duplicate credits earned through examination.

To receive credit for satisfactory scores on nationally-standardized exams, students must provide acceptable certified scores to the Admission and Registrar's Office, and pay all appropriate fees set forth in Polk State College's Board of Trustees Rule 4.06, *Student Fees and Refunds*.

IV. Credit through Articulation

Polk State College maintains a variety of state-regulated and faculty-approved articulation agreements and statements. Articulation negotiations or requests must be directed to the Vice President for Student Services, who manages and authorizes articulation for the College. All articulation agreements and statements have been reviewed and approved as college-credit equivalencies at the state level by subject-area faculty, or at the college level by subject-area faculty. Polk State College offers articulated credit based on the following:

Articulation Statements

- State licensure, certification, or agreement regulated by the state
- State licensure and certification reviewed and approved by Polk State College faculty

Articulation Agreements

- Agreement with other institutions approved by the state or Polk State College faculty
- Agreement with other educational or training entities approved by the state or Polk State College faculty

Students shall be awarded credit by presenting the required documentation in an articulation agreement or statement maintained by the College. Articulation agreements in effect at the time the student enters a program shall remain in effect for that student as long as the student maintains continuous program enrollment (up to seven [7] years), provided there are no special conditions for expiration or dissolution. Students may receive a copy of the articulation agreement upon request.

Program directors may evaluate any industry-specific, state, or federal licensure or certification, as well as any program or any other educational experience, to determine its credit worthiness in a Polk State College program. Academic deans, program directors, or department coordinators shall submit articulation proposals based on the guidelines maintained by the Vice President for Student Services (as shown below). Templates for creating articulation proposals are available from the Registrar.

1. The initiator of the articulation must retain documentation as to how subject-area faculty members determined the appropriateness and validity of the articulation for as long as the articulation statement is in effect.
2. If the articulation statement is based on state regulation, mandate, or criteria, then the regulation, rule, or statute must be cited in the articulation statement.
3. Program advisory committee input is recommended.
4. College-level equivalency and appropriateness for the affected program is determined by faculty, consultation, or state regulation.
5. The program director may judiciously determine whether or not articulation is advertised on the website or included in the *Polk State College Catalog*.

6. It is the program director's responsibility to know state regulations or program accreditation regulations concerning articulation.
 7. All credit (outside of earned Polk State College course credit and standard transfer college credit) that is allowed in any program must be written in the articulation agreement (if between two parties), or an articulation statement (if related to certifications, licensure, or other criteria).
 8. The articulation document lifecycle is as follows:
 - a. Generic templates are available from the Registrar, and the initiator develops the document after appropriate decisions are made.
 - b. The document must be signed and dated by the initiating person and submitted to the supervising academic dean.
 - c. The supervising academic dean signs the document and submits it to the Vice President for Student Services.
 - d. The Vice President for Student Services submits the signed document to the Registrar. (In cases of agreements that cover more than a single program, such as the Career Pathways agreement, the President's or the Vice President for Student Services' signature is the only signature needed.)
 - e. The Registrar scans the document into the image system, and this becomes the official document. The original document is kept in the office of the Vice President for Student Services and the District Admission and Registrar's Office.
 - f. The program director, District Dean of Academic and Student Services, or the Vice President for Student Services may cancel the articulation based on any terms included in the original document. If the articulation is being replaced, the new document should state this information. If there is no replacement, an articulation statement ending the articulation must be submitted in the same fashion as the original document.
 - g. The scanned document shall be made available through the imaging system to advisors, Student Services staff, academic deans, program directors, and department coordinators.
 - h. The student may request a copy of the articulation agreement through Student Services. The agreement in place at the time the student begins a program shall remain in effect while the student is continuously enrolled (for up to seven [7] years), unless the articulation states an expiration date or other criteria for dissolution.
 - i. Students shall provide the Admission and Registrar's Office the copies of stated licenses, certifications, transcripts, or other documentation to gain the articulated credit, unless another specific process is outlined in the articulation document.
- V. **Non-Traditional Learning Credit**
Credit for prior experience-based learning, work experience, volunteer work, or online courses that are not transcribed as credit by the offering institution, such as massive open online courses (MOOCS), employment-related training programs, or intensive self-directed study, may be granted based on the *American Council on Education's National Guide to College Credit for Workforce Training (ACE)* guidelines.

To qualify for the posting of non-traditional credit based on the *American Council on Education's National Guide to College Credit for Workforce Training (ACE)* guidelines, a student must provide acceptable certified scores, transcripts, or documentation to Polk State College's Admission and Registrar's Office. To be considered, the non-traditional training program must be listed in the ACE guidelines. The College reserves the right to accept non-traditional credit-based on other documentation. Such exceptions must be approved by the Vice President for Academic Affairs.

VI. Procedures for Credit via Prior Learning Assessment (PLA) Portfolio

Credit for prior experience-based learning, work experience, volunteer work, or online courses that are not transcribed as credit by the offering institution, such as massive open online courses (MOOCs), employment-related training programs, or intensive self-directed study not found in the ACE guidelines, shall be granted at the discretion of the individual academic departments. Credit will be based on the assessment of the student's competencies against the course's student learning outcomes by subject-area faculty or department. Information on how to request credit for experiential learning through a Prior Learning Assessment (PLA) Portfolio is available on the Polk State College website.

Experiential learning is defined as verifiable experience that demonstrates the learning outcomes of a college-level course have been met where no institutional credit-by-exam, accelerated-credit mechanisms, credit through articulation, or ACE-documented non-traditional learning exists to validate the learning.

To qualify for PLA Credit:

- A. Students must be in a degree-seeking program at the College, have completed ENC 1101 (or equivalent), attained placement at college level or satisfied developmental education requirements for mathematics, earned a minimum of 3 years professional experience, and be in good academic standing. PLA credits will not be transcribed until the student has completed 3 credits at Polk State College.
- B. Students will complete a Polk State *Request for Prior Learning Assessment Credit* form and submit to the appropriate program director, or where no program director exists, to the District Dean of Academic and Student Services.
- C. Prior to approval of the student's proposal, the program director must verify with the Registrar that no other acceptable alternatives to PLA exist.
- D. If the student's proposal is accepted, the student takes the SLS 2371 *PLA Portfolio Development* course.
- E. Upon completion of the portfolio, the student pays the experiential learning fee of \$50 per credit requested. This fee is non-refundable, even if the reviewer determines after reviewing the PLA portfolio that the student is not eligible for credit. A copy of the receipt must accompany the PLA portfolio packet. The student submits the portfolio to the evaluator's office or as directed.
- F. PLA credit will be evaluated by qualified faculty, the program director, the District Dean of Academic Affairs, or the Vice President for Academic Affairs. Students may earn a maximum of 25% of the credits in the academic program for which they are enrolled, depending on the

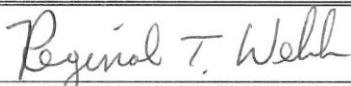
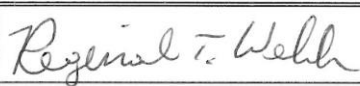
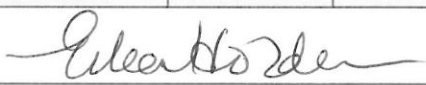
- quality and substantiation of the submission.
- G. The signed *Evaluator Response* form from the Polk State Prior Learning Assessment Portfolio guidelines with the credits earned will be submitted to the Registrar for transcription to the student's academic record.
 - H. The portfolio will be retained according to the Polk State College's records-retention policy for graded coursework.
 - I. Faculty who serve as evaluators will be compensated at a rate of \$50 per credit hour evaluated. Program directors are not eligible for payment as this is considered a part of their administrative responsibilities. All evaluators must be approved by the appropriate academic dean before the evaluation begins.

Should the student wish to appeal the decision of the College regarding any of the above credit mechanisms, the student should visit a college advisor who will complete an *Advising Action Request* form for additional review. The Vice President of Academic Affairs or designee will render a final decision.

History

Adopted: January 29, 2010

Revised: October 19, 2010; October 19, 2012; July 1, 2014; January 30, 2015, and September 15, 2015

	12/8/15		12/8/15
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			12/11/15
President's Approval			Date