



## Corning Community College

### Prior Learning Assessment Policy and Procedures

#### *Purpose of Policy:*

To recognize college level learning students acquire outside of formal higher education, Corning Community College relies on the following policy to ensure practices consistent with academic integrity and responsive to nontraditional learners. Such learning may be derived from various life and work experiences and the term “prior learning assessment” refers to all of the processes the college uses to review and evaluate evidence of learning and to award academic credit as indicated by academic and administrative standards. Adherence to this policy is also intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

#### *Policy and Procedures*

Some students come to CCC already having proficiency in one or more courses. Credit can be received for prior course work, life experience, or examination. When considering students for advanced standing, the College is guided by the recommendations of the American Council on Education and the American Association of Collegiate Registrars and Admissions Officers and reserves the right to evaluate all academic work in terms of current validity. The learning experience must be at the college level.

Degree candidates must complete a minimum of 30 program hours of credit in residence at CCC. There are several methods by which credit is granted:

##### 1. Transfer Credit

Credit-bearing transfer courses (at C level or above) may be accepted from any regionally accredited, candidate, or correspondent institution of higher education or NYS Education Department chartered degree-granting institution. There shall be no limit on the number of transfer credits accepted. However some programs have special requirements regarding transfer credit. Transfer credit can be awarded for course work taken from foreign institutions. The transcript from the foreign institution must be evaluated by an approved agency (World Education Services or Education Evaluators International). The foreign institution must be accredited and a grade of C or better must have been achieved for the course work.

An applicant who has attended other colleges or post-secondary schools and wishes to receive transfer credit for work completed must provide the Admissions Office with an official transcript from each school.

##### 2. Credit by Examination

Credit may be awarded to students who earn an appropriate grade in any of the following exams: SUNY CCC challenge exams, Advanced Placement exams offered through the College Board, International Baccalaureate Exams, College Level Examination Program (CLEP) and DANTES/DSST exams. In some cases, CCC course work or other demonstration of skills may be required before credit is granted.

For SUNY CCC Challenge exams, students may obtain credit for these courses by successfully completing the exam (provided the academic divisions have comprehensive examinations available). The transcript will show the credit earned with a grade of CR. No letter grade is given; this credit

will not affect a student's GPA (Grade Point Average) and will not count toward residency credit needed to complete a degree (or certificate). There is no limit to the amount of credit that can be earned in this manner; however, this credit does not apply to the residency requirement. Make arrangements through the appropriate academic division. Contact the Admissions Office or an academic adviser for information.

### 3. Articulated Credit

Articulated credit is awarded for a certification/license/non-credit training that has been completed and previously evaluated by a faculty member and approved by the Associate Dean of Instruction (ADI). Students may present their certificate/license/transcript to the appropriate ADI and complete the form for transfer. The transcript will show the credit earned with a grade of CR. No letter grade is given; this credit will not affect a student's GPA (Grade Point Average) and will not count toward residency credit needed to complete a degree (or certificate). See Admissions or an academic adviser for information.

### 4. Credit for Prior Learning Portfolio

Credit through portfolio assessment is granted by an academic division. Persons who have gained college-level learning through work or other experiences may demonstrate that knowledge through various methods (performance, oral, or written). These credits are not considered CCC residency credits but are treated as transfer credit. There is a fee for credits awarded. See Admissions or an academic adviser for information.

## **Credit for Military or Other Training Programs**

See Transfer Credit or Credit for Prior Learning. For consideration of credit for military service, submit an official academic transcript to the Office of Admissions.

*Credit for military or other training programs* may be earned through any of the following means: military course work, non-collegiate institution sponsored courses/workshops as recommended for credit by the American Council on Education, course work approved by the New York State Education Department (*National College Credit Recommendation Service (NCCRS)*) or a CCC associate dean and CCC approved training programs offered through industry. These trainings are treated as transfer credit. The transcript will show the credit earned with a grade of TR. No letter grade is given; this credit will not affect a student's GPA (Grade Point Average) and will not count toward residency credit needed to complete a degree (or certificate).

## **Prior Learning Assessment Policies:**

- Students must be an active Corning Community College student, enrolled in a degree or certificate program before credit can be formally added to the transcript. However, Corning Community College staff will do an informal review of transcripts and discuss options for prior learning assessment as part of the Admissions process. Click [here](#) to complete or update the admissions application.
- Students must complete a minimum of 30 program hours of credit in residence at CCC for a degree (15 hours for a certificate); credit earned through prior learning assessment does not count toward the 30 hours of residency credit.
- Prior learning must match existing courses using the course description and course outcomes for guidance. Under advisement, students may also use some prior learning assessment as elective credit. Students should contact their adviser or the Educational Advisement Center with questions about how to initiate their prior learning assessment plan.
- Students are charged for the cost of assessment, e.g. proficiency exams or portfolio. These costs vary by option and are non-refundable. Corning Community College is not responsible for the pricing of standardized tests or associated sitting fees. There is no cost to the student for transfer credit of any type nor for articulated credit.

- Courses awarded via Prior Learning Assessment will be added to students' transcripts with a grade of CR.
- All colleges are encouraged to accept Prior Learning Assessment (PLA) credits in transfer; however, students are encouraged to confirm with their destination institution how credit earned through PLA transfer.

### **Eligibility**

All accepted students are eligible to participate in assessment of prior learning activities. For portfolio assessment, credit for ENGL1010 College Composition I is a pre-requisite.

### **Number of Credits.**

Degree candidates must complete a minimum of 30 program hours of credit in residence at CCC. All other credits may be earned through one or more of the methods described below. Transfer credit, credit by exam and portfolio assessment credit are not considered residency credit.

### **Assessment Methods.**

Prior Learning Assessment (PLA) gives students the opportunity to demonstrate learning done outside of the college classroom to potentially earn college credit. Evaluation of all PLA options is done by national content experts and/or Corning Community College faculty or Associate Deans of Instruction in alignment with established CCC policies, equivalencies, and course outcomes. All interested students are encouraged to contact their adviser or an educational planner in the Educational Planning Center to determine which PLA option can help them complete their academic goals. PLA options are broken in two categories: credit by exam and evaluation of a credential, transcripts, or portfolio.

### **Credit by Exam**

- Credit demonstrated by successfully passing national for-credit examination programs. Corning Community College does not accept all exams for transfer credit. Please check with an adviser or the Educational Advisement Center before taking an exam. Some national exams include:
  - College Board College Level Examination Program (CLEP)  
CLEP exams are nationally standardized exams that can equate to specific Corning Community College courses with a minimum qualifying score. Students may send official transcripts for credit at CCC via the [College Board website](#). The tests cost approximately \$93 plus a variable sitting fee by location. SUNY CCC's Testing Center offers CLEP exams. Students are encouraged to register, pay, schedule the test, and send transcripts via the College Board website using SUNY CCC school code: 2106. Active duty military and veterans may have this fee waived. SUNY Corning Community College may not accept credit for all exams. It is recommended that students check with the Educational Advisement Center prior to scheduling an exam.
  - DANTES Subject Specific (DSST) Exams  
There are 30 DSST exams that have been evaluated by the American Council on Education (ACE) for college credit. Exams are given at [Prometric testing centers](#). SUNY CCC's Testing Center offers DSST exams. The tests cost approximately \$100 plus a variable sitting fee by location. Students are encouraged to register, pay, schedule the test, and send transcripts via the [Get College Credit website](#) using the SUNY Corning Community College school code: 9677. To have credits transferred to SUNY CCC, download the [DSST Transcript Order form](#) to get an official transcript of test scores. Corning Community College may not accept credit for all exams. It is recommended that students check with the Educational Advisement Center prior to scheduling an exam.
  - Advanced Placement (AP) exams

The College Board's AP Program offers high school students the opportunity to earn college course credit by providing examinations in 34 introductory courses in 20 fields. To have AP scores reported to SUNY Corning Community College, use school code 2106. For AP exams taken previously, contact the College Board at the [College Board website](#) to request that an official score report be sent to CCC. Students with an AP exam score of 3 or above will be awarded the aligned course(s) and credits for the AP exam(s) successfully completed.

- International Baccalaureate (IB) exams

The International Baccalaureate® (IB) is a non-profit educational foundation offering four highly respected programmes [sic] of international education that develop the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world. SUNY Corning Community College accepts many IB courses with scores of 4 or higher; please check with the Educational Planning Center for specific test scores.

- **Corning Community College Challenge Exams**

If there is no nationally normed exam (ex. CLEP, DSST) that fits a student's prior learning, the student may request a Corning Community College Challenge Exam. Students should discuss this with the Associate Dean of Instruction for the appropriate academic division. SUNY Corning Community College does not offer challenge exams for all courses. Not all colleges will accept credit for these challenge exams, so students who plan to transfer should check with their prospective transfer college(s). The college charges \$240 for costs associated with this option; please note that there may be both a course exam and a lab exam in some cases. Students will complete the Prior Learning Assessment Credit by Examination Form and submit the form to the Associate Dean of Instruction (ADI), who will inform the student which faculty member will administer the exam. When the ADI has signed the form, the student will make payment at the Bursar's Office. It is the student's responsibility to connect with the appropriate faculty member and make arrangements to complete the exam.

- Administrative Process

Associate Deans of Instruction will request appropriate faculty to administer the challenge exam and process a Part-Time Personnel Request Form for the faculty payment. Faculty will be paid according to the compensation outlined in the current PECCC agreement. Faculty will be compensated per exam administered, whether or not credit is awarded. Once the exam is graded, the faculty member submits the Credit by Exam Registration Form to the Associate Dean of Instruction (ADI) for signature. The ADI will then sign the form and send it to the Vice President and Dean of Academic Affairs for signature. The Vice President and Dean of Academic Affairs will sign the form and send a notification to the student or, in case of an exam failure, will notify the student. If the student has passed the exam, the Academic Affairs Office will then send the form to the Registrar who will transcript the credit. Any appeal of this process will follow the college's academic appeal process as outlined in the college catalog.

To best meet students' needs, it is expected that faculty will schedule, administer and grade the exam within four (4) weeks; the ADI will sign and forward the form within two (2) weeks, the Vice President and Dean of Academic Affairs will sign and forward the form within two (2) weeks and the Registrar will transcript the grade within two (2) weeks.

## **Credit for What You Know**

- **American Council on Education (ACE)**

ACE provides credit recommendations for a variety of industry training, examinations, and coursework. Students are encouraged to send their official ACE transcripts to Corning Community College for evaluation. Information on ordering transcripts, organizations served, courses, and

exams can be found at [National Guide Resource Directory](#). This evaluation process is free and courses will appear as transfer credit on the student's transcript.

- **National College Credit Recommendation Service (NCCRS)**

NCCRS is sponsored by the Board of Regents for the State University of New York and has been evaluating training and education programs offered outside of the traditional college classroom setting and translating them into college credit equivalencies. NCCRS coordinates teams of college faculty evaluators and subject matter experts to conduct extensive reviews of education and training programs offered by corporations, unions, religious organizations and proprietary schools. For a full list of courses, please see the [NCCRS Online Directory](#). This evaluation process is free and courses will appear as credit by evaluation (CR) credit on the student's transcript.
- **Articulated Credit**

Articulated credit is earned via industry licensures, credentials, and certifications. Examples would include: Red Cross CPR/First Aid, Lifeguard certification, etc. Students are encouraged to present any credentials they've earned to the appropriate Associate Dean of Instruction with the Prior Learning Assessment by Articulated Credit form. Credentials must be current or active and require department chair evaluation. If determined eligible, credit will be awarded to the student's CCC transcript as CR. Credentials will be evaluated based on the college's transfer policies. There is no fee for this assessment.
- **Military Credit**

Service members and veterans are able to submit their military transcripts for possible course transfer from classes and trainings completed while in service. To promote a military friendly process, transcripts will be evaluated for current and prospective students. Any courses matched from a student's transcript, will help future students' transcripts be evaluated. Students must submit their official Joint Services Transcript (credit evaluated by American Council on Education (ACE)) or Community College of the Air Force (CCAF) transcript to the Admissions Office for evaluation. This evaluation process is free and courses will appear as transfer credit on the student's transcript.
- **Portfolio Based Evaluations**

To demonstrate learning done out of the classroom, students also have the option of creating a portfolio targeting the specific course outcomes of a needed class. Individual portfolios should be developed using Council for Adult and Experiential Learning (CAEL) guidelines, as listed below. Interested students are encouraged to talk about this option with their adviser or an educational planner. Students who plan to complete a portfolio must have college credit for ENGL1010, College Composition I. Please use the detailed guide (attached) to create the portfolio. Students should discuss this option with the Associate Dean of Instruction for the appropriate academic division. Not all colleges will accept credit for portfolios, so students who plan to transfer should check with their prospective transfer college(s). Students will be charged \$240 for costs associated with this option. Students will complete the Prior Learning Assessment Credit by Portfolio Assessment Form and submit the form to the Associate Dean of Instruction (ADI), who will inform the student which faculty member will review the portfolio. When the ADI has signed the form, the student will make payment at the Bursar's Office. All payments must be made prior to portfolio submission for review. It is the student's responsibility to connect with the appropriate faculty member to submit the portfolio.

- Administrative Process

Associate Deans of Instruction will request appropriate faculty to review each portfolio and process a Part-Time Personnel Request Form for the faculty payment. Faculty will be paid according to the compensation outlined in the current PECCC agreement. Faculty will be compensated per course evaluated, whether or not credit is awarded. The faculty member has three options for the portfolio: 1) accept the portfolio; 2) deny the portfolio; or 3) return the portfolio for revision. If the portfolio is accepted, the faculty member submits the Application for Portfolio Review to the Associate Dean of Instruction (ADI) for approval. The ADI will sign the form and send it to the Vice President and Dean of Academic Affairs for confirmation. The Vice President and Dean of Academic Affairs will send a notification to the student and the form is then sent to the Registrar who will transcript the credit.

If the portfolio is denied, the faculty member submits the Application for Portfolio review to the Associate Dean of Instruction (ADI) with an explanation of the denial. The ADI will forward the form and faculty explanation to the Vice President and Dean of Academic Affairs. The Vice President and Dean of Academic Affairs will send notification to the student of the denial. The form will then be sent to the Registrar's Office, who will note the student's academic record.

If the faculty member determines that the portfolio needs minor revisions to be accepted, they will contact the student, review the suggested revisions and allow the student up to four weeks to revise and re-submit or the portfolio will be denied for credit. Upon resubmission, the faculty can either accept or deny the credit and will follow the process detailed above.

Any appeal of this process will follow the college's academic appeal process as outlined in the college catalog.

To best meet students' needs, it is expected that faculty will schedule, administer and grade the exam within four (4) weeks; the ADI will sign and forward the form within two (2) weeks, the Vice President and Dean of Academic Affairs will sign and forward the form within two (2) weeks and the Registrar will transcript the grade within two (2) weeks.

○ Portfolio Components

Students should carefully review the portfolio components listed below before beginning the process. Once the student determines that a portfolio is the best option, please include the items listed below. Consistently follow the formatting guidelines of current APA or MLA citation style, including margins, font style & size, title page, main body, in-text citations, references, etc. Any sources used, especially in an annotated bibliography, must be credible, academic sources, such as textbooks, scholarly journals or websites. All items should be placed in a 3-ring binder or created in a Blackboard electronic portfolio in the order in which they are listed.

- Cover Page, including: Student Name, CID and contact information.
- Approved/Paid Prior Learning Assessment Portfolio Evaluation Form
- Table of Contents
- Reference Guide to Documentation
- Course syllabus with learning outcomes for course(s) included
- Essay

The essay should have two parts:

- Focused Autobiography—describe where learning was acquired, how this impacts the course of study and the student's educational goals. Life/work learning occurs in the context of life – where the student went to school,

what their community was like, why they chose to pursue work instead of college, or why they chose a career in the military, or how they managed work, family, college all at once. Remember to remain focused on the life/work learning aspects of one's life; personal details do not need to be included unless relevant to the life/work learning [approximately 2-3 pages].

- Analytical Essay—this part of the essay details the life/work learning experience to the theoretical and practical knowledge included in the course, specifically addressing each course outcome [approximately 6 – 10 pages]. Remember that credit is not granted for life experience, it is only granted for college-level learning that comes from experience. In order to clearly show the learning that resulted from experience, the essay needs to explicitly demonstrate the process by which the student moved from experience to learning. Include information about how both the concepts and theories were learned as well as the active practice of learning (both the *why* and the *how* of learning).
- Resume  
This resume should be more detailed than one that a person might use for job search. Detail both duties and learning in each position, including any certificates earned, trainings, etc.
- Evidence to Support the Prior Learning Assessment  
In this section, provide evidence that documents the experiences included in the Focused Autobiography and Analytical Essay as ones that helped achieve the learning related to the targeted course(s), as listed in the Reference Guide to Documentation. Evidence may take the form of written work or media production. Evidence may include, but is not limited to, the following:
  - Certificates of completion for training courses, workshops, etc. as well as descriptions of the training, including course outlines if possible.
  - Job Descriptions
  - Explanation of a person's rank or classification in a job
  - Performance evaluations
  - Original technical or professional writing
  - Programs from performances (e.g. music, drama, art)
  - Original products designed or produced
  - Work projects
  - Membership in professional organizations
  - Membership requirements for certain organizations
  - Licenses/diplomas
  - Third-party verification of work (co-workers, news clippings); these are not letters of recommendation, but letters of documentation
  - Military records
  - Annotated bibliography of professional materials
  - Travel documents/mementos

- Volunteer experiences with detailed descriptions of duties
- Appendices
  - Transcript
  - DegreeWorks Evaluation



**Fees.**

<b>Service</b>	<b>Fee</b>
Corning Community College Challenge Exam (written exam)	\$240.00
Corning Community College Challenge Exam (lab exam)	\$240.00
Articulated Credit Transcription Fee	\$0.00
Portfolio Evaluation	\$240.00
Test Proctoring Fee (for non-CCC exams)	\$25.00

**Portfolio Preparation Support.**

To begin the portfolio preparation process, students must meet with a trained Assessment of Prior Learning adviser. Please check with the Educational Advisement Center for a list of appropriate advisers. Students will be guided through the process via the Assessment of Prior Learning process described above; forms will be available on the website. Students should closely follow the outline detailed above. It is also strongly recommended that students meet with the Associate Dean of Instruction for the appropriate department(s) prior to completing their portfolio. Once the portfolio is complete, students will submit the portfolio to the appropriate Associate Dean of Instruction with a copy of the paid Portfolio Assessment form.

**Staff Professional Development.**

To effectively embed Assessment of Prior Learning at SUNY Corning Community College, it needs to become part of the recruitment, educational planning and advisement processes in Student Development. The CCC Credit by Exam and the portfolio assessment process necessitate a close linkage with Academic Affairs. Ideally the college will identify a staff person to act as coordinator for this program. The coordinator's duties would include: 1) working with Associate Deans of Instruction and the Registrar to determine the CCC course equivalencies for nationally normed exams, create and maintain a list of CCC challenge exams and to create and maintain a list of articulated credit accepted; 2) coordinating and training a group of educational planners and faculty who will act as designated advisers for this program; 3) coordinate the marketing of the program through the college's public webpage; 4) provide reports at least annually on the program's utilization and 5) complete regular assessments of the program, including recommendations for improvement. The designated advisers for this program will have both a comprehensive initial training and ongoing, regular training for updates to the program.

**Tracking.**

Tracking reports will be developed to determine: the number of student and number of credits administered through this program. It will also be important to track the number of students who attempt both CCC Challenge exams and portfolio review, whether or not credit is awarded. These reports will be part of an annual evaluation and assessment of the program.

**Review.**

This policy shall be reviewed on a periodic basis and revised to reflect conformity with institutional academic and administrative standards.

**Effective Date:**

Educational Policies Committee Approval: 01/23/18

Faculty Assembly Approval: 02/06/18

Effective Date: 04/01/18

Revised: 10/11/24