

# PIEDMONT VIRGINIA COMMUNITY COLLEGE

## I – ACADEMIC AFFAIRS POLICIES

### I – 20.0 AWARDING ACADEMIC CREDIT FOR NONTRADITIONAL LEARNING

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<b>Policy #:</b>	<b>I – 20.0</b>
<b>Effective:</b>	<b>September 2008</b>
<b>Revised:</b>	
<b>Responsible Dept.:</b>	<b>VPISS</b>

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#### **Purpose**

Provide a process whereby students may obtain academic credit for nontraditional learning while maintaining the academic integrity of the college's courses and programs.

#### **Policy**

Students may be awarded academic credit for nontraditional learning experiences if they are enrolled in a curriculum of study at the college and can demonstrate previous educational study, training or work experience is equivalent to the content and learning outcomes for courses in their program of study. When credit for nontraditional learning is awarded, a grade of "pass" (P) will be issued. All courses for which academic credit is awarded must meet VCCS and SACS criteria for awarding credit.

#### **A. Awarding Credit Based on Standardized Assessment**

One or more of the following assessment methods recommended by the [American Council on Education \(ACE\)](#) or [the American Association of Collegiate Registrars and Admissions Officers \(AACRAO\)](#) will be used:

1. Nationally recognized college assessment examinations such as SAT II, AP, IB, CLEP, DANTES, SAM, etc.
2. Industry certification, state or national licensure.

#### **B. Awarding Credit for Experiential Learning**

Credit for experiential learning (work experience, noncredit courses, life experience, etc.) which cannot be documented by one of the above methods is done by portfolio evaluation or by passing the same comprehensive, final examination used by the course for which student is requesting credit. This option is available for selected courses only. The division dean, in collaboration with the program coordinator, determines which course(s) are appropriate for portfolio evaluation and/or credit by examination. A listing of courses available for credit by portfolio evaluation and credit by local (college produced) examination will be available on the college website.

Documentation must be provided and included in the student's file. The supporting documentation must include samples of completed work or projects, noncredit syllabi, or employer training syllabi to assist in credit determination. The Vice President for Instruction and Student Services, in collaboration with the Instruction and Student Services Council and Curriculum and Instruction Committee, reserves the right to place a time limit on prior learning experiences for which credit may be granted. Credit awarded for prior learning does not meet "credit hours in residence" required for graduation. Credit received through prior learning assessment is not usually transferable to other colleges and universities. Therefore, students are strongly advised to contact the college or university they plan to attend to determine transferability.

## Procedure: Credit by Portfolio or College-Made Examination

1. Student will select course(s) from approved list for which he/she wishes to receive credit for prior learning.
2. Student will pay the required fee to the college cashier and obtain a receipt.
3. Student will contact the testing center to make an appointment to take the selected examination. If a portfolio is the method of documenting prior learning, the portfolio is to be given to the division dean for assignment to appropriate faculty for review. Presentation of the cashier's receipt will be required to obtain the examination and/or leave the portfolio.
4. Examinations/portfolios will be evaluated within 10 business days during the academic semester. Additional time may be necessary during the summer and college holidays.

## Roles and Responsibilities

Task	Responsibility	Contribute	Review	Approve
Student will provide course syllabus with learning outcomes, date of training, course final assessment and instructor credentials for the prior learning activity to the appropriate academic dean.	Student	N/A	N/A	N/A
The appropriate dean will determine if academic rigor, substance and standards were met.	Dean	Faculty	N/A	Dean
The appropriate dean will award or deny credit(s) in writing to the student with a copy to the registrar, and attach all documentation considered in making the determination.	Dean	Faculty	N/A	N/A
If denied credit, the student may file a written appeal with the chairperson of the Curriculum & Instruction committee.	Student	N/A	C&I Committee	VPISS

**APPROVED LIST OF COURSES  
FOR WHICH CREDIT MAY BE EARNED  
BY PORTFOLIO OR COLLEGE-MADE EXAMINATION**

**August 14, 2009**

<b>Course(s)</b>	<b>Method of Evaluation</b>
ART 101-102 History and Appreciation of Art I-II	Examination
ART 121-122 Drawing I-II	Portfolio
ART 125 Introduction to Painting	Portfolio
ART 131-132 Fundamentals of Design II-II	Portfolio
ART 138-238 Figure Drawing I-II	Portfolio
ART 153-154 Ceramics I-II	Portfolio
ART 180 Introduction to Computer Graphics	Portfolio and Examination
ART 221-222 Drawing III-IV	Portfolio
ART 231-232 Sculpture I-II	Portfolio
ART 235 Functional Ceramics	Portfolio
ART 236 Sculptural Ceramics	Portfolio
ART 241-242 Painting I-II	Portfolio
ART 243-244 Watercolor I-II	Portfolio
ART 259 Landscape Painting	Portfolio
ART 271-272 Printmaking I-II	Portfolio
CSC 110 Introduction to Computing	Examination
CST 100 Public Speaking	Portfolio
ETR 113 DC and AC Fundamentals I	Examination
ETR 141 Electronics I	Examination
ETR 149 PC Repair	Examination
ETR 164 Upgrading and Maintaining PC Hardware	Examination
HLT 141 Introduction to Medical Terminology	Examination
ITD 110 Web Page Design I	Examination
ITE 119 Information Literacy	Examination
ITE 120 Principles of Information Systems	Examination
ITE 127 Microcomputer Software: Beginning Window	Examination
ITN 101 Introduction to Network Concepts	Examination
NAS 2 Foundations of Life Sciences	Examination
NUR 230 Pharmacology	Examination (available only to licensed LPNs)