



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Award of Experiential Credit
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POLICY STATEMENT:

The Board of Trustees of Goodwin College believes that students acquire college-level learning in many settings. As part of the transfer evaluation process, a student's college level learning acquired during military, work, volunteer, and other life experiences may be assessed for the possible award of college credit and then applied toward a student's degree plan.

Any currently enrolled student may be awarded experiential credit; though no more than 50% of the credits required for a degree shall be awarded for prior experiential learning. No more than 25% of the credits required for a credential of 30 credits or fewer will be awarded. Credit awards are made based off of faculty review of credit recommendations from the American Council on Education (ACE) and Charter Oak State College Credit Assessment Program (COSC CCAP). Students may earn experiential credit through the following avenues:

- Military training/experience
- Credit by Exam
- Portfolio Review
- Licenses/Certifications
- Non-collegiate training

There may be instances where there is not an ACE or COSC CCAP credit recommendation and portfolio review is not the best option available to student. In these cases faculty may determine credit awards based on the College's evaluation and award of credit for non-collegiate learning procedures.

Credit awarded for experiential learning may not be transferable to other institutions of higher learning. As with transfer credit, experiential credit is not officially awarded or posted to the transcript until the student has successfully completed at least 12 credits at Goodwin College. Credits awarded are given the grade of EC and are not included in the calculation of the GPA. These credits count both as credits attempted and as credits earned in determining satisfactory academic progress.

PROCEDURE DETAILS:

The Transfer Coordinator is responsible for maintaining an accurate record of equivalencies to various non-collegiate learning experiences. Program Directors and Curriculum Coordinators are responsible for reviewing requests from the Transfer Coordinator and for filling out appropriate forms in order to establish any new experiential credit categories (new programs, new licenses/certifications, etc.).

If a student submits an official *military transcript*:

1. The Transfer Coordinator uploads the transcript to the student's record in Sonis

2. The Transfer Coordinator does an initial review of the military transcript, in accordance with the recommendations of the American Council on Education (ACE), and sends it to the appropriate program directors/curriculum coordinators for review
3. Once the Transfer Coordinator receives responses from program directors and curriculum coordinators, any applicable credit is added to the student's 'Transfer Registration' record in Sonis as 'EC' or Experiential Credit. The student's plan of study is updated.

If a student has a *license or certification*:

1. The Transfer Coordinator consults the list of approved equivalencies to determine whether the license/certification will transfer.
2. If the license/certification is on the approved list, the Transfer Coordinator must determine if the license/certification is current.
 - a. If it is NOT current, the student will not be awarded any Experiential Credit for the license/certification
 - b. If it is current, the approved equivalencies will be transferred as Experiential Credit ('EC') and added to the student's record in Sonis. The student's plan of study is updated.
3. If the license/certification is not on the approved list, the Program Director and/or Department Chair can choose to follow the College's procedure for evaluating experiential credit to establish a credit equivalency for the future.

If a student has official score reports from *credit by exam* opportunities - CLEP, DSST, Excelsior, AP, or Goodwin CBE:

1. The Transfer Coordinator will consult the list of approved exams and the minimum passing scores.
 - a. If the exam is approved and the student received a passing score, the credit is entered into Sonis as 'EC' and the plan of study is updated.
 - b. If the exam is approved and the student did NOT receive a passing score, no credit will be transferred and the Transfer Coordinator will notify the student that credit was not awarded.
 - c. If the exam is not approved, no credit will be transferred and the Transfer Coordinator will notify the student that credit was not awarded.
 - i. If the exam is not on the approved list, the Program Director and/or Department Chair can choose to follow the College's procedure for evaluating experiential credit to establish a credit equivalency for the future.
 - d. If the student takes Goodwin's CBE, the person in charge of the exam will contact the Transfer Coordinator with a list of all students who received passing scores. The Transfer Coordinator will then enter the name of the exam, date taken, and score received into the 'Notes' section for each student, will update the 'Transfer Registration' page for each student with the 'EC' credit, and will update the plan of study for each student.

If a student has work experience or other non-collegiate learning experience:

1. The student has the option to pursue the *Portfolio*:
 - a. The Transfer Coordinator advises the student to contact the department in charge of Portfolio Review.
 - b. The student will sign up for the portfolio course and complete the requirements, after which, a panel will meet to determine if credit will be awarded.
 - c. Once a decision has been reached, the Transfer Coordinator is notified and the student's record in Sonis and plan of study are updated with 'EC' credit.
2. The Transfer Coordinator will work in conjunction with Department Chairs and/or Program Directors to determine whether the learning experience should be applied to the student's record. If the Department Chair or Program Director would like to add the non-collegiate experience to the approved list, the Transfer

Coordinator will supply the appropriate form for the Department Chair or Program Director to fill out. The completed form will be submitted to the Academic Review Committee for final approval.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

Military Experience – service members may request transcripts from their service branch. These transcripts follow American Council on Education (ACE) credit recommendations. Each transcript details the military experience and recommends a course type and credit amount. Faculty review these recommendations and made the final award of credit.

Credit by Exam –

- National Standardized exams – students can earn credit for successfully passing a number of standardized exams through College Board CLEP exams, College Board Advanced Placements (AP) exams, and DSST exams.
- Goodwin College Internal exams – When a standardized test is not available, the Goodwin faculty may offer a Credit-by-Exam (CBE) test designed and administered by the College. Students must achieve a 73% in order to pass a CBE and students may only attempt each exam one time. There is an assessment fee charged by the College for CBE's; however, no charge is assessed for the credits awarded.
- Portfolio review – a student created a portfolio that documents their learning from work, volunteer, and other significant life experiences and relates the learning to specific college course outcomes. Portfolios are evaluated and a credit award is recommended by a panel of faculty. There is a portfolio development and assessment fee charged by the College; however no charge is assessed for the credits awarded.
- Licenses/Certifications – credit awards are made based off of faculty review of the knowledge required to secure and maintain specific licensures/certifications as well as on credit recommendations from Charter Oak State College Connecticut Credit Assessment Program (COSC CCAP).
- Non-collegiate training – any instance where students earned credits in a non-collegiate setting. The College follows all ACE and COSC CCAP recommendations. If none are available then faculty may choose to evaluate the content of the training following the College's evaluation and award of credit for non-collegiate learning procedures.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Transfer Coordinator

Registrar

Vice President for Academic Affairs

Department Chairs

Program Directors

HISTORY: Revision 1 June 2008 – Advising Department, Assistant Dean/Registrar and Director of Curriculum
Revision 2 November 8, 2013 – Transfer Coordinator Moved into new template (no changes)
1/27/2014, Reviewed 2015, February 2016, December 2017

EFFECTIVE DATE:	2008
RESPONSIBLE OFFICE (ONLY ONE):	Registrar
REVIEW DATE:	Annually

APPENDIX:

N/A