



GOODWIN COLLEGE PROCEDURE

TITLE:	Award of Experiential Credit
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INTRODUCTION 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.

AREAS OF RESPONSIBILITY:

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).

PROCEDURE DETAILS:

If a student submits an official *military transcript*:

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

DEFINITIONS:

NA

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

RESPONSIBLE OFFICE:	Registrar
REVIEW DATE:	Annually

APPENDIX:

Include any supporting documentation that would be useful for the implementation and future evaluation and revision of the procedure. Examples include, sample forms, timetables, examples, transaction flow chart, etc.