Credit for Prior Learning

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Introduction

Wytheville Community College recognizes that learning takes place in a variety of ways including work experiences, extensive reading, hobbies or avocational endeavors, and other similar activities. The basic premise of the credit for prior learning process is that program-placed students shall be given the opportunity to earn appropriate college credit when their previous studies, training, or life and work experiences have already provided the knowledge, competencies, or skills associated with a course. The College's commitment to this philosophy of credit for prior learning is coupled with its mandate to ensure standards of academic quality comparable to traditional instruction.

History of Credit for Prior Learning

Wytheville Community College has recently reviewed recommendations from the Council for Adult and Experiential Learning (CAEL). In 2018, a decision was made to change the existing policy titled "WCC Credit Through Advanced Standing Policy" to " WCC Credit for Prior Learning" to be consisted with CAEL.

What is Credit for Prior Learning?

Credit for Prior Learning is the award of academic credit for subject matter competency that has been gained by previous academic study or occupational experience. This may include, but is not limited to, college credit and advancement based upon individual participation in the Advanced Placement (AP) program of the College Entrance Examination Board; other placement examinations; articulation agreements with other institutions; transfer credit from other accredited institutions of higher learning; training provided by non-collegiate institutions, such as armed forces and service schools; professional certification; or experiential learning.

Criteria for Credit for Prior Learning

The following criteria apply to all forms of credit for prior learning:

- To be eligible for Credit for Prior Learning, you must be currently enrolled in a program at the College.
- Credit for Prior Learning must be applied toward a specific program at the College. Non-curricular students are not eligible for Credit for Prior Learning.
- In order to graduate from WCC, a student must complete a minimum of 25% of the total credits required for the degree, diploma, certificate, or career studies certificate at WCC.
- Transfer credit may be awarded for up to 75% of the degree, diploma, certificate, or career studies certificate requirements. Credit-by-portfolio may be awarded for up to 25% of the academic degree's requirements. In all cases, at least 25% of the academic degree requirements must be completed at WCC for a student to be awarded a degree, diploma, certificate, or career studies certificate.
- Award of credit through Credit for Prior Learning shall be given, to the extent possible, for courses listed in the current WCC Catalog and Student Handbook. In certain instances, Credit for Prior Learning may be awarded for courses listed in the Virginia Community College System Master Course Guide.
- No credit shall be awarded that duplicates earned course credit at the College, at other institutions, or other credit awarded through Credit for Prior Learning.
- Students may not petition for Credit by Examination for a particular course if they have enrolled (either for credit or for audit) in that course, either at WCC or at another institution.
- The College reserves the right to place a time limit on prior learning experiences for which Credit for Prior Learning may be granted. The College has a time limit for accepting credit for technical courses taken previously at other institutions. The Division Dean, in consultation with the appropriate program faculty, will determine if courses taken more than five years ago can be used in the student's current program of study.
- Students are responsible for providing the College with appropriate official documentation of prior learning. In the case of foreign transcripts, the student must assume the responsibility of having transcripts translated and evaluated by an approved evaluation agency. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. A listing of agencies that are approved to evaluate foreign transcripts is found on page 15 of this document.
- The official transcript shall specify equivalent course(s) and the number of credits awarded for Credit for Prior Learning. Credit for Prior Learning shall be distinct from earned course credit.
- No grades, grade point average, or other indication of academic standing shall be associated with Credit for Prior Learning entries on the official transcript.
- Credit awarded through Credit for Prior Learning is applicable only to WCC's curricular requirements. Students are cautioned that credits awarded through AP examinations, articulation agreements, CLEP examinations, credit-by-examination, credit-by-portfolio, or other means of Credit for Prior Learning may not be accepted for transfer by other post-secondary institutions.

Credit for Prior Learning through Placement Examinations

WCC awards credit for successful completion of Advanced Placement examinations in high school. Credit will be granted for a score of "3" or higher on examinations that are applicable to program requirements. To receive AP credit, you are required to provide the Admissions and Records Office with official score reports from the College Entrance Examination Board (CEEB). Please see www.collegeboard.com/ap for information about how to request an official score report.

Exam Title	Required Score	WCC Course(s)	Credits
Art History	3	ART 101, ART 102	6
Biology	3	BIO 101, BIO 102	8
Calculus AB	3	MTH 263	4
Calculus BC	3	MTH 263, MTH 264	8
Chemistry	3	CHM 111, CHM 112	8
Computer Science A	3	ITD 120	4
Economics: Macro	3	ECO 201	3
Economics: Micro	3	ECO 202	3
English Language and Composition	3	ENG 111, ENG 112	6
English Literature and Composition	3	ENG 111, ENG 112	6
Environmental Science	3	ENV 121	4
European History	3	HIS 101, HIS 102	6
French Language and Culture	3	FRE 101, FRE 102	8
German Language and Culture	3	GER 101, GER 102	8
Government and Politics: Comparative	3	PLS 120	3
Government and Politics	3	PLS 211	3
Human Geography	3	GEO 210	3
Italian Language and Culture	3	ITA 101, ITA 102	8
Music Therapy	3	MUS 111, MUS 112	6
Physics B	3	PHY 201, PHY 202	8
Physics C: Mechanics	3	PHY 241	4
Physics C: Electricity and Magnetism	3	PHY 242	4
Psychology	3	PSY 200	3
Spanish Language and Culture	3	SPA 101, SPA 102	8
Statistics	3	MTH 155 or MTH 245	3
U.S. History	3	HIS 121, HIS 122	6
World History	3	HIS 111, HIS 112	6

College Level Examination Program (CLEP)

General Exams WCC awards credit for successful completion of CLEP general examinations. Credit will be granted for a score of 50 or higher on examinations applicable to program requirements. To receive credit for a CLEP general exam, students must provide the Admissions and Records Office with official score reports from the College Entrance Examination Board (CEEB). Please see www.collegeboard.com/clep for information about how to request an official score report.

Exam Title	Required Score	WCC Course(s)	Credits
Business			
Financial Accounting	50	ACC 211	4
Information Systems and Computer Applications	50	ITE 115	3
Introductory Business Law	50	BUS 241	3
Principles of Management	50	BUS 200	3
Principles pf Marketing	50	MKT 100	3
Composition and Literature			
American Literature	50	ENG 241, ENG 242	6
Analyzing and Interpreting Literature	50	English Literature Electives	6
College Composition	50	ENG 111, ENG 112	6
College Composition Modular	50	ENG 111, ENG 112	6
English Literature	50	ENG 243, ENG 244	6
Humanities	50	HUM 100, Humanities Elective	6
History and Social Sciences			
American Government	50	PLS Elective	3
History of the United States I	50	HIS 121	3
History of the United States II	50	HIS 122	3
Human Growth and Development	50	PSY 230	3
Introduction to Educational Psychology	50	Psychology Elective	3
Introductory Psychology	50	PSY 200	3
Introductory Sociology	50	SOC 200	3
Principles of Macroeconomics	50	ECO 201	3
Principles of Microeconomics	50	ECO 202	3
Social Sciences and History	50	Social Science Electives	6
Western Civilization I	50	HIS 101	3
Western Civilizations II	50	HIS 102	3

Science and Mathematics			
Biology	50	BIO 101, BIO 102	8
Calculus	50	MTH 263	4
Chemistry	50	CHM 111, CHM 112	8
College Algebra	50	MTH 161	3
College Mathematics	50	MTH 154	3
Natural Sciences	50	NAS Electives	8
Precalculus	50	MTH 161	3
World Languages			
French Language- Level I	50	FRE Electives	8
French Language- Level II	50	FRE Electives	8
German Language- Level I	50	GER Electives	8
German Language- Level II	60	GER Electives	8
Spanish Language- Level I	50	SPA 101, SPA 102	8
Spanish Language- Level II	63	SPA 201, SPA 202	8

Defense Activity for Non-Traditional Educational Support (DANTES) and DSST (DANTES Subject Standard Test)

WCC will award credit for acceptable scores on DANTES/DSST college-level examinations as recommended by the American Council on Education (ACE).   Several types of examinations are reported: end of course examinations for correspondence, extension courses from accredited colleges and universities, College-Level Tests of General Educational Development given prior to 1960, and General Examination of the College-Level Examination Program. Also, college course credit may be granted for tests administered by the United States Armed Forces Institutes (USAFI) prior to June 1, 1975. Scores at the 40th percentile and above are accepted by WCC. Scores at the 20th percentile and above are accepted for DANTES exams taken prior to September 1981.

To receive credit for a DANTES/DSST examination, the student is required to provide the Admissions and records Office with official score reports.

DANTES Examinations

Exam Title	Required Score	WCC Course(s)	Credits
Business Law II	44	BUS 241	3
Business Mathematics	48	MTH 132	3
Human Resource Management	46	BUS 205	3
Introduction Business	46	BUS 200	3
Introduction Computing	45	ITE 115	3
Management Information System	46	BUS 226	3
Money and Banking	48	BUS Elective	3
Organizational Behavior	48	BUS 115	3
Personal Behavior	48	BUS Electives	3
Principles Finance	46	BUS EEE	3
Principles of Financial Accounting	47	ACC 211	3
Principles of Supervision	48	BUS 118	3
Education			
Foundations of Education	46	EDU 200	3
General Electives			
Principles of Public Speaking	47	CST 100	3
Technical Writing	46	ENG 115	3
Health			
Here's To Your Health	48	HLT Elective	3

History			
A History of the Vietnam War	44	HIS 277	3
Rise and Fall of the Soviet Union	45	HIS Elective	3
The Civil War and Reconstruction	47	HIS 269	3
Western Europe Since 1945	45	HIS 102	3
Humanities			
Art of the Western World	48	ART Elective	3
Ethics in America	46	PHI Elective	3
Introduction to World Religions	48	REL Elective	3
Math			
Fundamentals of College Algebra	47	MTH 161	3
Principles of Statistics	48	MTH 155 or MTH 245	3
Science			
Astronomy	48	NAS Elective	4
Environment and Humanity: Race to Save the Planet	46	NAS Elective	4
Physical Geology	46	GOL 105	4
Principles of Physical Science I	47	NAS Elective	4
Social Science			
An Introduction to the Modern Middle East	47	HIS Elective	3
Criminal Justice	49	ADJ 100	3
Drug and Alcohol Abuse	49	HLT Elective	3
Fundamental of Counseling	45	PSY Elective	3
General Anthropology	47	Social Science Elective	3
Human/Cultural Geography	48	GEO 210	3
Introduction to Law Enforcement	45	ADJ 110	3
Lifespan Development Psychology	46	PSY 230	3

Credit for Prior Learning by Examination

In disciplines where no CLEP or AP exam is accepted by Wytheville Community College, locally developed course "challenge" exams may be a means of earning college credit for prior learning by demonstrating satisfactory academic competency in a particular subject.

In order to be eligible for credit-by-exam, the student must be admitted to the college in a program of study, and the request must be made with at least two weeks' prior notice of the requested exam date. Challenge exams are not available for all courses taught at the college. Requests for course exams must be submitted to the appropriate division office.

Dean approval is not required for AST 101, AST 114, and AST 117 requests. Requests to take the AST 101 credit by exam test should be submitted through the Administrative Support Technology department. Requests for AST 114 and AST 117 can be made through the 1-Stop Center.

Each challenge exam may be taken only one time for a course, and the student must attain a grade of "C" or better in order to receive credit for the exam. An exam may not be used to remove grades of "I," "F," "X," or "W," or to improve a grade already earned. Credits awarded by challenge examination may apply toward graduation requirements and will become part of the student's permanent record. However, the grade earned on the exam will not be recorded or calculated into the student's cumulative GPA.

Authorization will not be given for a challenge exam under any of the following circumstances:

- The student has previously audited the course.
- The student has previously scheduled and failed the course.
- The student has enrolled in the course, but has withdrawn after the first two calendar weeks from the day the semester begins.
- The student is currently enrolled in the course.
- The course is either a prerequisite or an introduction to a course already completed.

Once a credit by exam test has been passed, the appropriate test administrator will notify the Admissions and Records office so the credit can be posted to the student's account.

Credit for Prior Learning through Articulation Agreements

WCC-Virginia State Police/New River Criminal Justice Training Academy Articulation

Agreement

WCC awards credit-by-articulation for competencies gained through successful completion of the Virginia State Policy Academy or the New River Criminal Justice Training Academy Program. Graduates of the Virginia State Policy Academy receive articulated credit for:

- ADJ 100: Survey of Criminal Justice (3 credits)
- ADJ 111: Law Enforcement Organization and Administration I (3 credits)
- ADJ 211: Criminal Law, Evidence, Procedures I (3 credits)
- ADJ 115: Patrol Procedures (3 credits)
- ADJ 236: Principles of Criminal Investigation (3 credits)
- PED electives (3 credits)
- ADJ elective (at the discretion of the program head) (3 credits)

Graduates of the New River Valley Criminal Justice Training Academy receive articulated credit for:

- ADJ 100: Survey of Criminal Justice (3 credits)
- ADJ 211: Criminal Law (3 credits)
- ADJ 115: Patrol Procedures (3 credits)
- ADJ 236: Criminal Investigation (3 credits)
- PED electives (3 credits)

Students must submit official documentation from the appropriate Training Academy in order to request credit-by-articulation.

Licensed Practical Nurse (LPN)

LPN's certified in Virginia may be granted credit for the first-year Nursing courses following the successful completion of NSG 115 designed to bridge the gap between LPN training and the first year of the WCC Nursing program. A "C" grade or better is required in this course. Students wishing to receive credit for their LPN training must apply for admission to the LPN to RN Bridge program, be admitted to the program, and complete all requirements as specified in the WCC Catalog.

Credit for Prior Learning through Training Provided by Other Programs

American Red Cross/American Heart Association Certifications

WCC will grant credit for competencies gained through First Aid and CPR certifications. The student must show a current certification card (with valid expiration date) in order to be eligible for credit.
HLT 105 (1 credit) will be awarded for:
• American Red Cross Adult CPR
• American Red Cross Community CPR
• American Red Cross CPR for the Professional Responder
• American Heart Association Basic Life Support
• American Heart Association Health Care Provider

HLT 106 (2 credits) will be awarded for:
• American Red Cross First Aid and Safety or Standard First Aid
• American Red Cross Community First Aid and Safety or Standard First Aid
• American Red Cross Community First Aid and Safety or Standard First Aid
• American Heart Association First Aid Provider

*** *Please note that students must satisfy the CPR and First Aid requirements of their respective health program.*

Commonwealth of Virginia Emergency Medical Systems/Emergency Medical Technician Certifications

Two credits of HLT or PED electives for EMS First Responder certification or EMT-B or higher-level EMT certification.

Microsoft Office Specialist Exams (MOS Certifications) and Internet Core Competency Exams (IC3 Certification)

Credit can be awarded for ITE 115 with proper documentation of successful completion of the IC3 Certification and MOS Certifications in Microsoft Excel, Access, Word, AND PowerPoint. All 5 certifications must be achieved prior to requesting credit and all certifications must be no more than one generation old.

For example, Microsoft Office 2016 certifications can be used for credit if the ITE 115 course is being taught using Microsoft Office 2019 at the time of the request. IC3 GS4 certification can be used for credit if the ITE 115 course is being taught using IC3 GS5 at the time of the request.

Students interested in receiving credit for ITE 115 must contact the Admissions Office.

Certified Professional Secretary (CPS) and Certified Administrative Professional (CAP)

The CPS and CAP examinations are developed and administered by the International Association of Administrative Professionals. The three part CPS examination tests secretarial skills, with emphasis on judgment, understanding, and administrative policy ability gained through education and on-the-job experience. The CAP exam covers communication, organization and planning, information distribution, records management, physical and information resources, document production, financial functions, and human resources. The award of credits is based upon American Council on Education (ACE) recommendations. Please note: 25% of the CSC, certificate or degree must be completed at WCC.

Upon successful completion of **all** parts of the CPS or CAP exam, and with the authorization of a faculty advisor, students may be awarded credit for the following courses:

Course Number	Course Title	Credits
ACC 211	Principles of Accounting I	4
AST 117	Keyboarding	1
AST 232	Microcomputer Applications	3
AST 243	Office Administration I	3
AST 244	Office Administration II	3
BUS 200	Principles of Management	3
BUS 205	Human Resource Management	3
BUS 241	Business Law I	3
ECO 201	Principles of Macroeconomics	3
PSY 120	Human Relations	3

AST students must complete all other courses required for the degree before these credits are posted on the transcript.

For information on the CPS and CAP exams, please contact:

International Association of Administrative Professionals
10502 N. Ambassador Drive, Suite 100 Kansas City, MO 64153
Web Address: http://www.iaap-hq.org/

Credit for Prior Learning through Transfer Credit Awarded at another College

WCC will award transfer credit for courses completed at other post-secondary educational institutions, provided certain criteria are met.

The student must:
- Be admitted to WCC and be enrolled in a program of study.
- Request that an official transcript be sent to the Admissions and Records Office from the previous institution (if the former college is not a VCCS college).
- Have achieved a grade of "C" or higher in any course for which transfer credit is requested. Courses with "P" grades will be awarded transfer credit only if the transcript indicates that credit hours were awarded and that the "P" grade is equivalent to a "C" or higher grade.
- Complete at least 25% of their degree requirements at WCC (no more than 75% of graduation requirements can be awarded through transfer credit or another Credit for Prior Learning method).

Other criteria for the award of transfer credit include:
- Only credit hours are transferred to WCC, not grades or grade point average.
- Courses for which transfer credit is awarded must be similar in content, credit, and learning outcomes to their counterpart courses at WCC. The Program Faculty Member will make the final determination.
- Credit for computer software courses may not be transferrable if completed five or more years prior. Such credits may be reviewed on a course-by-course basis by the program faculty.
- Courses will be evaluated on a course-by-course basis to determine equivalency to WCC course content and learning outcomes. In some cases, students will be required to complete credit-by-examination or other evaluation measures in order to establish equivalency.
- Transcripts from non-U.S. institutions must be evaluated by an approved evaluation agency. The official transcript evaluation must be sent directly from the agency to WCC. Students are encouraged to have their foreign transcripts evaluated course-by-course rather than by degree. The following page contains a list of approved agencies for the evaluation of transcripts from non-U.S. institutions.

Approved Agencies for the Evaluation of Transcripts from Non-U.S. Institutions

Center for Educational Documentation
PO Box 170116
Boston, MA 02117
Telephone: 617-338-7171
Fax: 617-.338-7101
Email: info@cedevaluations.com

Global Credential Evaluators, Inc.
PO Box 9203
College Station, TX 77842
Telephone: 800-707-0979
Web Address: http://gceus.com/

International Education Research Foundation
PO Box 3665
Culver City, CA 90231-3665
Telephone: 310.258.9451 Fax: 310.342.7086
Web Address: http://ierf.org/

Josef Silny and Associates
7101 SW 102 Avenue
Miami, FL 33173
Telephone: (305) 273-1616
Fax: (305) 273-1984 Email: translation@jsilny.org

World Education Services, Inc.
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087
Telephone: 212-966-6311
Fax: 212-739-6120
Web Address: www.wes.org/

• Program faculty will be consulted about the award of transfer credit for occupational-technical courses completed more than five years previously.
• Credit for SDV 100: College Success Skills (1 credit) will be waived if the student has completed an associate or baccalaureate degree program at an accredited college or university.

Credits2Careers: Credit for Prior Learning through Documentation of Military Training

WCC may grant credit for military service training based upon the most current recommendations provided in the American Council of Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. To receive credit based upon competencies gained through military training, the student must submit an official copy of one or more of the following:

- Joint Services Transcript (JST)
- ARMY AARTS transcript
- Navy/Marine Corps SMART transcript
- Community College of the Air Force transcript
- DD295 or DD214
- Other official documentation recommended by ACE

Students who submit an official DD214, JST, AARTS, or SMART transcript will receive a minimum of two credits of health/physical education credit.

CREDITS2CAREERS is a free academic and career portal, designed specifically for prospective military and veteran students, that presents multiple academic pathways for students to apply their previous military experience towards degree programs prior to applying to a VCCS Institution. https://www.credits2careers.org/

HOW IT WORKS

Build your portfolio
Easily and quickly, create a free Credits2Careers portfolio. Import your joint services transcript into the portal, which will then extract and record all components of your military career for which credit can be granted by VCCS colleges. Then, amplify your portfolio with additional courses, examinations, credentials, certifications or other achievements to see if additional credit can be granted.

Get instant estimates for your experience
Based on the information in your Credits2Careers portfolio, instantly get an estimate of your credit for prior learning. You will be able to review academic programs and associated degree maps that illustrate how your credits are granted. Explore degree and non-degree programs by field of study and identify the VCCS colleges that offer them.

Explore possible careers
The Credits2Careers portal will take into account your military occupation classification, personal interests, interest evaluations and present you with the higher education programs offered by VCCS colleges for any career, as well as earnings potential tuned to the specific geographic area where they are interested in living. The platform also houses a resume builder and comprehensive national database of jobs, categorized by area of interest.

Contact An Advisor
If you need assistance with your C2C options, please contact the WCC 1-Stop to speak with an academic advisor or, if you are already enrolled at WCC, contact your faculty advisor for assistance.

Credits for Prior Learning by Portfolio

What is a portfolio?

A portfolio is a formal written document, presented by the student to Wytheville Community College for the purpose of demonstrating achievement of learning outcomes in a setting outside of the college classroom.

If you believe that you possess life or work experience that has resulted in the achievement of learning outcomes comparable to those of a specific WCC course(s) **and** that you have objective documentation that you have achieved those outcomes, you may request the award of credit by portfolio evaluation.

How should I develop and submit a portfolio?

Students who possess life or work experience that has resulted in the achievement of learning outcomes comparable to those of a specific WCC course(s) and that have objective documentation that show achievement of those outcomes may request the award of credit by portfolio evaluation.

The steps in the portfolio process are:
1. Meet with an academic advisor to discuss the portfolio process and complete the "Request to Proceed with Portfolio Development" form.
2. The academic advisor will forward the "Request to Proceed" form to the appropriate dean, who indicates approval or disapproval. A copy of the "Request to Proceed" form is placed by the academic advisor into the student file. If approved, the dean determines the date by which the portfolio should be prepared, forwards the "Request to Proceed" form to the appropriate faculty member and notifies the student to develop the portfolio.
3. The student submits the completed portfolio to the designated faculty member by the designated deadline date.
4. The faculty member recommends or does not recommend award of credit, based upon whether the student has adequately demonstrated achievement of the learning outcomes of the course(s) for which award of credit is requested. The faculty member then returns the Portfolio form (within the designated time period) to the dean, who reviews it to ensure that all necessary approvals have been documented. The form is then returned to Admissions and Records and the award of credit is entered into the Student Information System (SIS). A copy of the final form is sent to the student and the original is placed in the student's academic record.

How should I demonstrate that I have achieved the learning outcomes?

For each identified WCC course, create a table that lists each objective in one column. In the second column, specifically describe the life or work experience that led to achievement of this learning outcome. Include how and when the knowledge or skill was acquired and how it has been used or applied. In the third column, indicate any included documentation that will demonstrate that the learning outcome has been achieved.

Please see the following example:

Example:
Selected course for credit: HLT 230, Human Nutrition (3 credits) Note: The following course objectives are hypothetical, created just for the purpose of illustration.

Objective	Life or Work Experience	Documentation of Achievement
1. Apply basic principles of human nutrition when providing diet counseling to others.	From 10/01 to present, worked 6 hours weekly as volunteer nutritionist at Valley View Free Clinic in Mountcrest, VA. Counseled approximately 10 clients per week regarding diabetic, weight-loss and sodium-restricted diets. Developed sample meal plans and evaluated diet histories on a weekly basis.	Letter from Ms. Brenda Moyers, supervisor of VVFC Sample meal plan developed by myself for clients in sodium restricted diets Client appointment log from 11/15/03—11/22/03
2. List common causes of malnutrition and describe the most frequently used method of intervention.	Malnutrition is very common among the clients of Valley View Free Clinic. I frequently developed meal plans to address this problem	Meal plans developed for clients with malnutrition caused by low protein and low total calories Letter from Ms. Moyers

Guidelines for obtaining credit for alternative educational experience:
1. You must be admitted in the curriculum for which the course credit is being requested.
2. You cannot request credit for courses in which you have previously earned credit, which you have audited, or from which you have withdrawn.
3. You must provide evidence that you possess the skills, competencies, and knowledge equivalent to the course content; evidence can be through documentation of previous study(certificates, training course descriptions, letters of validation, etc.), training programs, military service, or work experience.
4. Credit through this process is restricted to courses offered regularly by WCC and must apply to your curriculum requirements.

Procedures to apply for credit for prior learning:
• Obtain an Application for Award of Credit by Portfolio form in the Admissions and Records Office (included in this packet).
• Turn in the portfolio to the WCC Registrar.
• The application and portfolio will be forwarded to the appropriate division dean and will be reviewed by appropriate faculty to determine the equivalency of the learning to the designated college course(s).
• The faculty will make a recommendation that must be approved by the division dean.
• The approved recommendations will be forwarded to the Registrar who will notify the student and record credit(s), if awarded, on the student transcript. Documentation will be retained permanently in the Admissions and Records Office in the student's academic file.

Why wasn't my request for credit through portfolio approved?

The most common reasons for disapproval of requests for credit by portfolio submission are:
- Failure to demonstrate that **all** course objectives have been achieved through the life or work experience
- Failure to provide adequate external documentation that you possess the learning outcomes

Can I get help with portfolio development?

For questions about how to develop a portfolio, make an appointment with an academic advisor. Depending upon the nature of the questions, the academic advisor may refer to either the dean or the faculty member who will be reviewing the portfolio. Please be aware that academic advisors are unable to meet with students regarding portfolio development during the first two weeks of registration or during the first week of the semester. Also, please be aware that portfolios submitted during the summer months may not be evaluated until fall semester, depending upon the availability of a faculty evaluator.

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WYTHEVILLE COMMUNITY COLLEGE

Application for Prior Learning Credit by Portfolio

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To be completed by student:

Student Name: _____

Student Address: _____

Student Phone: _____   Student ID (EMPLID):_____

Program of Study: _____

Course(s) for which you wish to receive award of credit:

  1) _____   2) _____   3) _____

  4) _____   5) _____   6) _____

Describe your career and educational goals:

Summarize (in three paragraphs or less) the life or work experiences that have resulted in your achievement of the learning outcomes of the course(s) for which you desire award of credit. Include a brief description of the settings where learning took place and when and where you have used the knowledge and skills gained (use the back of this page or attach a separate sheet if more space is needed).

How will you document that you have achieved the learning outcomes of the course(s) for which you wish award of credit? Check all that apply:

_____ Letters from employers   _____ Official job description(s)

_____ Performance evaluation   _____ Copy of certification(s)

_____ Documentation of training   _____ Samples of work produced by self

_____ Other (please describe)

Student's Signature: _____   Date: _____

****A **non-refundable fee of $15 for each credit requested** must be paid before the request can be processed by the college. Please submit this signed application, along with your portfolio, fee, and the following Certification of Award of Credit by Portfolio page, to the Admissions & Records Office. Your portfolio will **not** be returned to you following review. All materials submitted will become a part of your student file.*

Fee Received by: _____

Date Paid: _____

Certification of Credit for Prior Learning by Portfolio

To be completed by the Registrar and Division Dean:

Completed portfolio has been submitted to _____ *(Division Dean)*

on _____*(Date) by the WCC Registrar* _____ *(Initial)*

Completed portfolio has been submitted to _____ (*Faculty Member*)

on _____ (*Date*) by the Division Dean _____ *(Initials).*

****

To be completed by faculty member following review of completed portfolio:

***Review should be completed within six weeks of submission of portfolio, provided evaluation period falls within faculty contract dates.

Faculty Certification:
I have reviewed the attached portfolio, and I (please check one):

_____ Recommend   OR   _____ Do not recommend that credit be awarded for the

following course(s):_____

If award of credit is not recommended, please indicate reason why:

_____ Not all course objectives were addressed

_____ Inadequate external documentation of achievement of learning outcomes

_____ Other (please explain below)

_____

_____

Faculty Signature: _____ Date:_____

Return this form to the Division Dean. The Dean will submit it to the Admissions and Records Office, following review of all necessary approvals.
****
Final Approval and Award of Credit:

Credit Approved by Division Dean: _____ Date: _____

Credit Awarded by Admissions: _____ Date: _____