



COLLEGE of  
CENTRAL  
FLORIDA

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### ADMINISTRATIVE PROCEDURE

<b>Title: Accelerated Learning Mechanisms</b>	
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<b>Date Approved/Revised:</b> 3/26/02, 1/15/08, 4/07/21	<b>Division: Academic Affairs</b>

The following procedures are established as a means by which a student may obtain college credit through CLEP/DANTES testing, Cambridge AICE (British A-Level Examinations, Advanced Placement Examinations, International Baccalaureate (IB) Examinations, Credit for Experiential Learning, and Credit by Departmental Exam.

#### **CLEP/DANTES/Cambridge AICE (British A-Level)/Advanced Placement/International Baccalaureate Tests**

- The student submits completed form to Testing Center (Bryant Union, Room 205) and pays appropriate fee at cashier's window (Bryant Union) at least one workday prior to test date.
- The Records Office upon receipt of the official score awards appropriate college credit from CLEP/Dantes.

#### **Recognition of Experiential Learning**

The assessment of prior learning and training is designed to recognize the academic value for a student's demonstrated knowledge gained from non-college educational experience outside the traditional classroom. This learning may result from such activities as work experience, employment-related training programs, seminars, and volunteer activities.

Documentation of proficiency must meet the current department's academic standards for A.S. degree or certificate programs. No more than 25% of a student's program may be granted for non-traditional learning experience. Courses assessed must be offered as a requirement or elective in an A.S. or A.A.S. degree or certificate program at CF.

**This type of credit may not be acceptable for transfer to other institutions.**

**The receiving institution would determine transferability.**

Assessment may include but is not limited to the following:

- Written or performance tests.
- Preparation of a portfolio describing learning and how it was acquired.
- Evaluation of industry certificates and licenses.
- Interviews with faculty, or program managers, or advisory board member.
- Review of external agency recommendations.

The program area responsible for the courses for which credit is requested determines the method of assessment and the amount of credit awarded. The following procedures must be followed when seeking approval for recognition of Experiential Learning:

1. Meet with the appropriate program representative to determine if this assessment process is available for selected courses(s).
2. Apply for and pay the assessment fee. Forms are available from Enrollment Services.
3. Consult with a department faculty member, program manager, or designated faculty evaluator to determine requirements for assessment.
4. Depending on the amount of credit requested and the methods of assessment required, the assessment process time should take no longer than 45 faculty workdays.
5. When the process is completed, the results are forwarded to the appropriate Dean for final review, and verification.
6. The AVP or Dean will request Admissions & Records to post the awarded credits to the transcript by having the faculty reviewer complete a credit by exam grade form or memo documenting the credits awarded for recognizing prior learning/training. Credits awarded are held in escrow until the student satisfactorily completes a minimum of 12 credits at CF.

**Note:** It is the student's responsibility to provide documentation, certification, etc. It is possible that academic credit will not be awarded as requested; however, the cost of assessment remains the same.

### **Credit by Departmental Exam**

Evidence of proficiency in a subject area qualifies a student to request a departmental examination in departments where exams are provided. Students may not apply for credit by departmental examination in a course where they have received either an A, B, C, D, F, I or W for work attempted, or if they have earned credit for an advanced course in that area. Credits earned will not be included on the official college transcript until the student has completed a minimum of 12 credits at CF. The following procedures must be followed when seeking approval for credit by departmental exam:

1. The student must contact the faculty discipline department chair/program facilitator/program manager in the department where departmental exams are provided.
2. Based on advice from the departmental contact, the student must complete the upper portion of the Credit by Departmental Exam/Recognition of Prior Learning/Training registration form.
3. The AVP or Dean and the discipline program facilitator will review the student's request with the student. If approved, the process for completing the exam will be explained.
4. The student must take the approved registration form and payment to the cashier. A per course fee must be paid prior to the administration of the exam.
5. Upon registration for the departmental exam and payment of the fee, the student must schedule the exam within five (5) working days.
6. The departmental representative will schedule the exam within ten (10) working days after being contacted by the student.
7. The AVP or Dean will monitor the exam process in order to verify evidence (passing exam score) of competency.

8. Upon satisfactory or satisfactory completion of the exam, the AVP or Dean forwards the results to Admissions & Records using a credit by exam grade form. A grade of "S" will be submitted for a satisfactorily completed departmental exam.
9. Upon receipt of the grade form, Admissions & Records will notify the student the grade has been received.
10. Credit by departmental exam may not be attempted a second time for the same course.
11. The "S" grade will appear on the transcript in the term following completion of twelve credit hours.

Vice President, Academic Affairs		Date:
Approved by President		Date: