

## Student Policy - Credit for Prior Learning



### State Board Policy:

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by system wide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### History:

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

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### Military Training and Credit for Prior Learning:

Williston State College may award credit for certain Military Training Programs.

#### Limits and Regulations:

1. Credits may be awarded only to enrolled WSC students.
  - a. New students must have transcript able coursework entered on a WSC academic record prior to recording military training credit.
2. The student must provide official, verifiable documentation of successful completion of a military training program (AARTS transcript, SMARTS transcript, ACE Registry transcript). These records must show dates of attendance/completion, site of training, course of program title and training identification numbers, and designation of military branch.
3. The number of credits awarded by Williston State College shall be based on a combination of the following:
  - a. The credit awarded for similar course(s) offered at Williston State College,
  - b. Credit recommendation as outlined in the "Guide to the Evaluation of Education of Experiences in the Armed Services" (published by the American Council on Education),
  - c. Recommendation of the appropriate College department head.
  - d. Credit awarded for Basic Military Training shall be listed as Enrichment.
4. There shall be no cost to the student for the evaluation and awarding of credit for Military Training.
5. Credits awarded for completion of military training cannot be used to meet Williston State College residence requirements.

6. Grades for Military Training course(s) - if accepted for credit - shall be recorded on a "S" successful, "U" unsuccessful basis.

7. Credits awarded for completion of military training may be used as credits towards an associate degree, diploma or certificate at Williston State College.

8. Students should be aware that military training credits accepted by Williston State College may be subject to transfer policies of other colleges.

9. If a student has completed a college-level course which is similar to a military training program (for which that student has been awarded credit) only the college course credits will be recognized and recorded for credit.

10. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, military training, WSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate degree, diploma, or certificate at WSC.

**Process:**

1. Student provides legible copies of verifiable documentation (as outlined above) to the Academic Records Office.

2. The Registrar shall evaluate information provided, determine if credits are to be awarded, and the number of credits to be awarded.

3. The Registrar shall notify the student of their findings and recommendations.

4. If the student so requests, the College will record information regarding military training on the student's academic record.

**History of This Process:**

Approved by Faculty Senate October 11, 2018. Approved by Faculty Council October 12, 2018.

## **Student Policy – Credit for Industry/Certification Training**



### **State Board Policy:**

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by systemwide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### **History:**

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

### **WSC Policy:**

Williston State College permits students to demonstrate college level competency and establish college credits through the successful completion of approved industry training.

### **Limits and regulations:**

1. Credit may be awarded only to enrolled WSC students.
2. New students must have transcript able coursework entered on a WSC academic record prior to recording industry training credit.
3. Student should be aware that industry training credit may not transfer to other colleges:
  - a. Students are urged to check the intended transfer institution for current transfer information.
  - b. WSC does not assume responsibility for the transferability of industry training credit.
4. Credits earned through industry training do not count toward WSC residency requirements.
5. Credits earned through industry training counts towards WSC graduation requirements.
6. Students are not allowed credit for industry training for courses:
  - a. in which they were previously enrolled and for which they earned credit for any accredited institution, or
  - b. in which they are currently enrolled.

7. Duplicate credit will not be awarded for overlapping industry training.

8. The recording fee for industry training is ½ the traditional classroom resident rate. Tuition must be paid in advance and are non-refundable.

9. A maximum of 15 semester hours of non-traditional college credit (i.e. AP, CLEP, military training, WSC Challenge exam credit, portfolio development, industry training, prior learning, and courses covered under high school articulation agreement) may be applied to an associate degree, diploma, or certificate at WSC.

**Process:**

1. The student consults with his/her advisor or the Director for Extended Learning for the appropriateness of using industry training for credits.

2. Upon recommendation of the Director for Extended Learning, the student must provide official documentation of industry training.

3. If appropriate, the student completes the WSC admissions application process.

4. The student works with the Director for Extended Learning to complete the Request for Industry Training Credit form.

5. Upon approval of the request form, Student Finance is notified, and a charge is then recorded to the student's account.

6. Upon payment of the charge for industry training credits, the Academic Records Office records the credit(s) on student records.

**History:**

Approved by Faculty Senate October 11, 2018. Approved by Faculty Council October 12, 2018.

## **Student Policy - Prior Learning Assessment - Portfolio Development**



### **State Board Policy:**

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by systemwide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### **History:**

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

### **WSC Policy:**

Williston State College permits students to demonstrate college level competency and establish college credits by successfully completing portfolio(s) demonstrating and documenting learning gained from non-academic sources equivalent to traditional non-resident courses. Prior learning is designated as traditional, non-resident credit.

### **Limits and Regulations:**

1. Students must be fully accepted and currently enrolled to submit completed portfolios for evaluation and academic credit.
2. Prior learning criteria will be prepared for appropriate courses by regular course instructor(s) and department chairperson(s).
3. The fee for evaluating/recording the prior learning portfolio is 50% of the tuition and fees credit hour charge. Tuition and fees must be paid in advance and are non-refundable.
4. Credits earned through prior learning do not count toward WSC residence requirements.
5. Credits earned through prior learning meets WSC graduation requirements.
6. Students should be aware that prior learning credits may not transfer to other colleges. Students are urged to check the intended transfer institution for current transfer information.
7. Students are not allowed credit for prior learning in courses:
  - a. That they have previously failed at WSC, or

- b. In which they were previously enrolled and for which they earned credit from any accredited institution, or
- c. In which they are currently enrolled.

9. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, military training, WSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate's degree, diploma, or certificate at WSC.

**Process:**

1. The student consults with his/her advisor or the Director for Extended Learning for the appropriateness of using the prior learning option.
2. A student may submit additional portfolios by contacting the Continuing Education Specialist, completing an evaluation petition and paying appropriate fees.
3. Upon recommendation of the Director for Extended Learning, the student completes an evaluation petition and pays the non-refundable evaluation/recording fee. The student submits the portfolio, petition and fees to the Continuing Education Specialist.
4. A copy of the evaluation petition and fees are submitted to the Student Finance Office, and the portfolio(s) and evaluation grading forms are submitted to faculty for evaluation.
5. The instructor evaluates and grades the completed portfolio.
6. The instructor returns the portfolio and completed evaluation sheet to the Director for Extended Learning.
7. The Continuing Education Specialist records the grade on the grade sheet and attaches a copy of the signed evaluation form.
8. The Registrar records the grade(s) on student records.

These procedures are subject to change.

**History of This Process:**

Approved by Faculty Senate October 11, 2018. Approved by Faculty Council October 12, 2018.

## Student Policy - CLEP- College Level Examination Program



### State Board Policy:

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by systemwide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### History:

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

### WSC Policy:

If you have acquired knowledge through experience or prior academic learning that may be equivalent to college level courses, WSC offers the opportunity for you to earn credit for that knowledge.

### Limits and Regulations:

1. Credits may be awarded only to enrolled WSC students.
2. New students must have transcriptable course work entered on a WSC academic record prior to recording CLEP credit.
3. CLEP credits have neither letter nor numerical grades assigned, thus, will not be used to compute a student's grade point average.
4. Credits will not be granted if a student is currently enrolled or has previously enrolled in coursework covered by CLEP examinations.
5. CLEP credits earned while attending WSC usually transfer to other colleges and universities. However, transferability of coursework is determined by the receiving school, so WSC does not assume responsibility for the transferability of CLEP credits.
6. A maximum of 15 semester hours of non-traditional college credit (i.e. AP, CLEP, military training, WSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate degree, diploma, or certificate at WSC.
7. Credits earned through CLEP do not meet WSC residence requirements.

8. Students must earn a score of at least the 50th percentile to obtain college level credit at WSC.
9. Duplicate credit will not be awarded for overlapping exams.
10. CLEP exams can be repeated after 6 months using regular registration procedures.
11. The number of CLEP credits awarded is equal to WSC course credits.

**Process:**

1. The student should secure a CLEP registration form and appointment from a CLEP Testing Center.
2. The student must request that CLEP credits are posted to his/her transcript and meet with the Continuing Education Specialist to review CLEP Policy and Procedures.
3. WSC Academic Record's Office staff will record necessary CLEP credit information and will send a copy of the student's transcript which will show that the necessary recording has been completed.

NOTE: Test appointments may not be changed by phone. To reschedule a test, you must submit a new registration along with an additional non-refundable fee.

Under Policy 403.7.4.c, the Academic Affairs Council of the North Dakota University System (NDUS) has adopted the American Council on Education (ACE) recommendations for minimum CLEP scores. The Council has not adopted course equivalents for CLEP general examinations.

The following CLEP Subject tests are accepted at Williston State College, subject to achievement of specified scores and the conditions stated in the CLEP policy. WSC does not award credit for CLEP general exams.

**COMPOSITION AND LITERATURE**

American Literature	50	English 261 & 262 American Literature I & II	6 (HUM)
English Literature	50	English 251 & 252 British Literature I & II	6 (HUM)
Freshman College Composition	50	English 110 College Composition I	3 (ENGL)

**FOREIGN LANGUAGES**

Spanish Language - Level 1/2	50/63	Spanish 101 & 102 Spanish I & II	4/8 (HUM)
French Language - Level 1/2	50/59	Transfer 110 - General Education Arts & Humanities	4/8 (HUM)
German Language - Level 1/2	50/60	Transfer 110 - General Education Arts & Humanities	4/8 (HUM)



**SOCIAL SCIENCES AND HISTORY**

American Government	50	Political Science 115 American Government	3 (SS)
Educational Psychology, Intro to	50	Psychology 230 Educational Psychology	3 (SS)
History of the US I: Early Colonization's to 1877	50	History 103 US to 1877	3 (HIST)
History of the US II: 1865 to the Present	50	History 104 US Since 1877	3 (HIST)
Human Growth and Development	50	Psychology 250 Developmental Psychology	3 (SS)
Microeconomics, Principles of	50	Economics 201 Principles of Microeconomics	3 (SS)
Macroeconomics, Principles of	50	Economics 202 Principles of Macroeconomics	3 (SS)
Psychology, Introductory	50	Psychology 111 Introduction to Psychology	3 (SS)
Sociology, Introductory	50	Sociology 110 Introduction to Sociology	3 (SS)
Western Civilization I: Ancient Near East to 1648	50	History 101 Western Civilization I	3 (HIST)
Western Civilization II: 1648 to Present	50	History 102 Western Civilization II	3 (HIST)

**SCIENCE, MATHEMATICS, & TECHNOLOGY**

Algebra, College	50	Math 103 College Algebra	4 (MATH)
Pre-Calculus	50	Math 107 Pre-Calculus	3 (MATH)
Biology	50	Biology 150/150 L General Biology I/Lab	4 (LAWSC)
Calculus	50	Math 146 Applied Calculus I	3 (MATH)
Chemistry	50	Chemistry 121/121L General Chemistry I/Lab	5 (LAWSC)
Information Systems & Computer Applications	50	Transfer 170 – General Education Computer Science	2 (COMPSC)

**BUSINESS**

Financial Accounting	50	Accounting 200 Elements of Accounting I	3
Business Law, Introductory	50	Accounting 215 Business in the Legal Environment	3
Management, Principles of	50	BADM 202 Principles of Management	3
Marketing, Principles of	50	BADM 201 Principles of Marketing	3

**GENERAL ELECTIVES**

Analyzing & Interpreting	50	Transfer 100 – Elective Credits	6
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***Required minimum credit-granting scores, number of semester hours of credit to be granted, and specific course equivalents are listed under Procedure 403.7.4 (Common Credit By Exam Guidelines) of North Dakota University Systems' Policies and Procedures. The NDUS' complete procedures and Credit By Exam chart can be found at: <http://www.ndus.edu/uploads/document-library/2033/CREDIT-BY-EXAM-1-09.PDF>***

**History of This Process:** First policy draft April 10, 2012. Approved by Faculty Senate November 6, 2012. Second policy draft approved March 22, 2013.

## Student Policy - College Credit for Advanced Placement



### State Board Policy:

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by systemwide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### History:

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

### WSC Policy:

High school students who participated in the College Board's Advanced Placement (AP) program may receive college credit by attaining the Williston State College Advanced Placement (AP) qualifying score.

### Statement of General Principles:

High school students are advised to plan their college careers carefully to determine if Advanced Placement courses are a wise use of the student's time and money. Each college has policies which govern the awarding of AP credit. What is acceptable at one institution may not be acceptable at another college. WSC policy allows the awarding of college credit for AP courses completed in high school. There are no guarantees that other colleges have similar policies.

### Caution:

Each college/university has policies which govern the awarding or accepting of AP courses. These policies may vary widely. It is the student's responsibility to determine the policies, procedures, and limitations regarding AP at each college or university a student may wish to attend.

### Limits and Regulations:

1. Only enrolled WSC students who have completed all requirements for admission to WSC may petition for AP course evaluation.
2. New students must have transcriptable course work entered on a WSC academic record prior to recording AP credit.
3. Students may not earn duplicate credit by taking WSC or other college's courses if WSC has awarded credit for similar high school AP courses.

4. AP credits, once recorded on a student's WSC transcript, become a permanent part of the academic record.
5. AP credits are graded "S" (successful) and as such are not used in calculating a student's cumulative grade point average.
6. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, military training, WSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate degree, diploma, or certificate at WSC.
7. Credits earned through AP do not meet WSC residence requirements.
8. The number of AP credits awarded is equal to WSC course credits.

The following AP Tests are accepted at Williston State College, subject to achievement of specified scores and the conditions stated in the AP policy.

<b>AP Exam</b>	<b>Minimum Score</b>	<b>WSC Course Equivalent</b>	<b>Credits Awarded</b>
<b>ART</b>			
Art History	3	ART 210 & 211 Art History I & II	6 (FA)
Studio Art 2D Design	3	ART 122 Two-Dimensional Design	3 (FA)
Studio Art 3D Design	3	ART 124 Three-Dimensional Design	3 (FA)
Drawing	3	ART 130 & 230 Drawing I & Drawing II	6 (FA)
<b>BIOLOGY</b>			
Biology	3	BIOL 111/L Concepts of Biology/Lab	4 (LAWSC)
Environmental Science	3	BIOL 124/L Environmental Science/Lab	4 (LAWSC)
<b>CHEMISTRY</b>			
Chemistry	3	CHEM 115/L Introductory to Chemistry/Lab	4 (LAWSC)
Chemistry	4	CHEM 121/L General Chemistry I/Lab	5 (LAWSC)
<b>COMPUTER SCIENCE</b>			
Computer Science A	3	CSCI 160 Computer Science I	4 (COMPSC)
Computer Science AB	3	CSCI 160 & 161 Computer Science I & II	8 (COMPSC)
<b>ECONOMICS</b>			
Microeconomics	3	ECON 201 Principles of Microeconomics	3 (SS)
Macroeconomics	3	ECON 202 Principles of Macroeconomics	3 (SS)

**ENGLISH**

English Language & Composition	3	ENGL 110 College Composition I	3 (ENGL)
English Literature & Composition	3	Transfer 110 - General Education Arts & Humanities	3 (HUM)

**FOREIGN LANGUAGE**

Spanish Language	3	SPAN 101 & 102 1st Year Spanish I & II	8 (HUM)
French Language	3	Transfer110 - General Education Arts & Humanities	8 (HUM)
German Language	3	Transfer110 - General Education Arts & Humanities	8 (HUM)
Latin Literature	3	Transfer110 - General Education Arts & Humanities	8 (HUM)

**GOVERNMENT & POLITICS**

US Government & Politics	3	POLS 115 American Government	3 (SS)
Comparative Government & Politics	3	Transfer 130 - General Education Social Sciences	3 (SS)

**HISTORY**

European History	3	HIST 101 & 102 Western Civilization I & II	6 (HIST)
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## **Student Policy - Challenge Examinations**



### **State Board Policy:**

Institutions may allow students to earn course credits without enrolling in the course offering by evaluating their competency with locally developed tests or other proficiency assessments. This allowance does not apply to (a) courses for which nationally standardized examinations exist and are accepted by systemwide agreements or (b) courses covered by articulation agreements with secondary schools.

Campuses shall follow the current NCA Higher Learning Commission guidelines in awarding prior learning credit.

### **History:**

New policy. SBHE Minutes, June 27-28, 1988, page 5731.

Amendment SBHE Minutes, February 21-22, 2002.

### **WSC Policy:**

Williston State College will permit students to demonstrate college level competency and establish college credits by successfully passing an institutional challenge examination as provided for in the following limits, regulations, and procedures.

### **Limits and Regulations:**

1. Students who are fully accepted and currently enrolled may challenge selected courses to establish college level credit at Williston State College. Official copies of all previous college work must be on file with the Academic Records Office.
2. To establish this credit, a student must pass an examination (evaluated by a regular course instructor or department chair/designated faculty member) in the subject being challenged.
3. Challenge examination criteria will be prepared for appropriate courses by regular course instructor(s) and department chair/designated faculty member. Criteria must be approved by the Department Chairperson.
4. The fee for challenging a course is 50% of the regular credit hour charge. Fees must be paid in advance. Students may also be charged for materials used as part of the challenge examination.
5. Credits earned through challenge examination do not count toward WSC residence requirements.
6. Credits earned through challenge examination meet WSC graduation requirements.
7. Students should be aware that challenge examination credits may not transfer to other colleges.

8. Students are not allowed to challenge courses, or equivalent courses:
  - a. which they have previously challenged, or
  - b. which they have previously enrolled in, or
  - c. which they are currently enrolled in, or
  - d. for which there is a College Level Examination Program (CLEP).
9. A maximum of 15 semester hours of non-traditional college credit (i.e., AP, CLEP, military training, WSC challenge test credit, portfolio development, prior learning, and courses covered under high school articulation agreements) may be applied to an associate degree, diploma, or certificate at WSC.
10. Departments shall determine the challenge examination methods and questions, and determine the grade required for the successful completion of the challenge examination.
11. Grades for challenge examinations shall be recorded on a “S” satisfactory and “U” unsatisfactory basis. Challenge examination results do not affect the GPA of a student’s record.

**Process:**

1. Procedures for challenge examinations may vary by academic department. Student should contact appropriate course instructor and/or department chairperson to determine if challenge examination is available for course.
2. Student obtains challenge examination petition and Challenge Exam Policy and Procedures from the Student Service Office.
3. Student completes petition.
4. The appropriate Department Chair determines eligibility to take challenge examination.
5. Student pays challenge fee.
6. Student schedules time and date for examination with the appropriate Department Chair or a designee.
7. Student takes examination.
8. Instructor evaluates completed examination.
9. Instructor submits test results and petition to department chairperson.
10. Department chairperson submits results to the Registrar.
11. The Academic Records Office:
  - a. Records successful (using “S” grade) challenge information on academic records transcript.
  - b. Attaches unsuccessful petition to transcript.

c. Notifies the student with a letter regarding the challenge examination and a copy of the student's transcript.

**History of This Process:**

Approved by Faculty Senate October 11, 2018. Approved by Faculty Council October 12, 2018.



## Credit for Prior Learning Application



Complete an application for each course

Student's Name: \_\_\_\_\_ Term \_\_\_\_\_

Email: \_\_\_\_\_

Empl ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### Course for which credit is to be awarded:

Course Subject ex (COMM) \_\_\_\_\_ Course # \_\_\_\_\_ Course Name \_\_\_\_\_

Credits \_\_\_\_\_ Grade \_\_\_\_\_

### Competency in the aforementioned course was determined through: (Select one)

ACE recognized training/certificates  Experiential Learning Portfolio

Challenge Exam

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department Chair Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director for Extended Learning**

\_\_\_\_\_  
**Date**

### For Office Use Only

Date Payment Processed:

Date credits posted:

Term Posted to: