

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Academic and Student Affairs

Date of Meeting: September 16, 2008

Agenda Item: Proposed Policy 3.35 Credit for Prior Learning, Proposed Repeal of Carry Forward Community College Policy 111.02.01 Awarding Credits (Second Reading)

Proposed
Policy Action

Approvals
Required by
Policy

Other
Approvals

Monitoring

Information

Scheduled Presenter(s):

Linda L. Baer, Senior Vice Chancellor for Academic and Student Affairs

Mike Lopez, Associate Vice Chancellor for Student Affairs

Outline of Key Points/Policy Issues:

Policy 3.35 Credit for Prior Learning directs system colleges and universities to:

- 1) provide opportunities to students to demonstrate college-level learning through a variety of methods;
- 2) develop or update institutional policy in accordance with system policy;
- 3) comply with Statute 197.775, Higher Education Fairness as it applies to Minnesota State Colleges & Universities; and
- 4) disseminate information about prior learning assessment opportunities to students.

Background Information:

See the following page for the background information on the development of this policy.

Cite policy requirement, or explain why item is on the Board agenda:

This is the second reading of a new policy: Policy 3.35 Credit for Prior Learning.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

Second Reading

ACTION ITEM

**PROPOSED POLICY 3.35 CREDIT FOR PRIOR LEARNING TO INCLUDE
REPEAL OF CARRY FORWARD CC POLICY III.02.01 AWARDED CREDITS**

BACKGROUND

This policy has been developed in response to a need to provide a consistent and equitable method for assessing a student's prior knowledge and skill attainment. Many learners including veterans, displaced workers, and other adults wish to obtain credit for college-level learning they have acquired in settings outside of the classroom.

This policy will require system colleges and universities to provide students with opportunities to demonstrate college and university-level learning gained in non-credit or experiential settings and to establish consistent practices among all system colleges and universities for evaluating and granting undergraduate credit for such learning.

Development of a Board Policy and System Procedure is a means of providing structure, guidance and consistent application across the system in awarding credit for college-level learning obtained outside of the normal academic delivery system. The policy and procedure are consistent with national standards and also comply with Subd. 2 of [Minnesota Statute 197.775](#) Higher Education Fairness as it applies to a veteran's military training or service.

While Proposed Policy 3.35 provides an overarching framework for prior learning assessment, Board policies also are in place for three nationally recognized examination programs that grant credit for prior learning: Advanced Placement, International Baccalaureate, and the College Level Examination Program.

A survey on institutional policy and practices in the areas of credit for prior learning was completed in 2006, revealing a wide range of variation of practices among system colleges and universities. While some institutions have well-developed policies, practices, and programs, some have either no policy or a very general policy that could result in inconsistent treatment of students.

Board of Trustees final approval of Policy 3.35 Credit for Prior Learning is scheduled for September, 2008. Additionally, Chancellor McCormick will approve Procedure 3.35.1 upon satisfactory completion of the consultation process. A list of formal consultations is found at the end of the policy document. Full implementation of both the policy and procedure is set for March 1, 2009.

The following chart provides an overview of the major elements addressed in the policy or the procedure.

Description of element addressed	Where addressed	Part or Subpart
Provide for consistent, fair, and equitable treatment of students in evaluating credit for prior learning.	Policy	Part 1
Each system college and university must develop and implement a credit for prior learning policy.	Policy	Part 2
Each system college and university must comply with legislation pertaining to granting credit for military training or experience.	Policy	Part 3
Each system college and university must provide information to students about the opportunity to earn credit through prior learning assessment.	Policy Procedure	Part 4. Part 3, Subpart E
Board policies and procedures are in place for three nationally recognized examination programs that grant credit for prior learning (AP, IB, and CLEP).	Procedure	Part 1
Components are defined for system colleges and universities to include in local college or university policy.	Procedure	Part 3, Subpart A
Related policies affecting the implementation of Policy 3.35 are referenced.	Procedure	Part 3, Subpart B
Assessment of military training or experience, as required by MN statute, is defined.	Procedure	Part 3, Subpart C
Student responsibility and college or university responsibility for assessment of prior learning are defined.	Procedure	Part 3, Subparts D and E
Standards and definitions for use in assessment for prior learning are provided.	Procedure	Part 2, Subparts A-H

CONSULTATION

Consultation for the proposed policies and procedures has occurred as follows:

- A Credit for Prior Learning Task Force met four times during 2007 and provided guidance on the policy and procedure language.
- Reviewed in break-out sessions at the Chief Academic Officers meeting – 10/26/06; 5/23/07
- Reviewed at Academic & Student Affairs Policy Council – 4/5/07; 10/4/07; 11/27/07; 2/19/08
- Reviewed at Academic and Student Affairs Leadership Council – 10/2/07; 4/1/08; 5/6/08; 9/9/08
- Mailed out for review and comment –November, 2007; April, 2008
- Reviewed at the IFO Meet and Confer –11/30/07; 2/22/08; 4/11/08
- Reviewed at MSUAASF Meet and Confer – 11/16/07; 4/25/08
- Reviewed at MSCF Meet and Confer – 12/6/07

RECOMMENDED COMMITTEE ACTION

The Academic & Student Affairs Committee recommends that the Board of Trustees adopt the following motion:

RECOMMENDED MOTION

The Board of Trustees approves the proposed Policy 3.35 Credit for Prior Learning and the repeal of Carry Forward CC Policy III.02.01 Awarding Credits.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

Second Reading

BOARD POLICY
Chapter 3. EDUCATIONAL POLICIES
Section 35. CREDIT FOR PRIOR LEARNING

3.35 Credit for Prior Learning

Part 1. Purpose. The purpose of this policy is to require system colleges and universities to provide students with opportunities to demonstrate college and university-level learning gained in non-credit or experiential settings and to establish consistent practices among all system colleges and universities for evaluating and granting undergraduate credit for such learning.

Part 2. Institutional Policy and procedure. Each system college and university shall provide students with a means for evaluation of prior learning and shall develop policies and procedures consistent with Procedure 3.35.1 Credit for Prior Learning.

Part 3. Compliance with Legislation. Each system college and university shall grant credit for prior learning for a veteran's military training or service in compliance with Subd.2 of [Minnesota Statute 197.775](#) Higher Education Fairness.

Part 4. Information Dissemination. Each system college and university shall provide accessible and timely information to prospective and admitted students regarding opportunities for credit for prior learning.

Date of Implementation: 3/1/09

Date of Adoption: 9/17/08

MINNESOTA STATE COLLEGES AND UNIVERSITIES
POLICY DOCUMENT
DATED 10-1-07

**PROPOSED REPEAL OF CARRY FORWARD COMMUNITY COLLEGE
POLICY III.02.01 AWARDING CREDITS**

III.02.01 Awarding Credits

~~Courses for college credit shall be designed and conducted with the expectation that the typical student will need to spend time in scheduled class or laboratory type instruction, in combination with out of class assignments, so that the total approximates three hours per week per quarter for each quarter credit.~~

~~The minimum scheduled time shall be one hour, per credit, per week, which would provide for two hours out of class expected for each class hour, for the typical student. When the maximum of three hours of laboratory, clinic, shop, etc. is scheduled, there may be no expectation of out-of-class study.~~

~~In courses which meet for less than or more than a full quarter, the three hour standard shall also be used in determining the number of credits to be awarded.~~

~~Credit by examination may be given for selected courses which are regularly taught for credit and described in the college catalog, provided that the instructor who administers the examination has determined that the student meets the standards which would have been expected if the student had done the work described above. Such credit shall not count toward the enrollment of the college.~~

~~Credit may be awarded for learning experiences in non-instructional settings which have been evaluated by qualified faculty members as the equivalent of what would have been achieved through college coursework at the freshman and sophomore levels. ("Competency based education" — "CBE") To operate in this manner, a college shall design a program which involves such coursework and which will result in such credit, and shall request Board approval of this program. There shall be two types of CBE credit: (1) Where learning (competencies) can be documented by examination alone, they shall be grouped with "credit by examination" as noted in the previous paragraph; (2) Where learning need translation to academic terms through development of "narratives," requiring advising by a faculty member with special "CBE" qualifications, as well as requiring an examination by a faculty member who is qualified in the academic field, credits may then count toward the enrollment of the college.~~