Northwood Technical College Credit for Prior Learning Handbook

Northwood
Technical College

Table of Contents

Introduction to Credit for Prior Learning (CPL)

According to the Council for Adult and Experiential Learning (CAEL), "Credit for Prior Learning (CPL) is the process of awarding credit through a set of researched and documented methods for assessing learning outside a college classroom for college credit. The assessment methods allow learners to demonstrate knowledge and skills in a particular field or fields and have that learning evaluated for college credit."

The Northwood Technical College (NORTHWOOD TECH) first developed a Credit for Prior Learning Policy in March 1984 (See Appendix A for current policy). The Wisconsin Technical College System (WTCS) adopted a Credit for Prior Learning Policy in July 1999 outlining principles governing the awarding of credit for prior learning (See Appendix A for current policy). For the next decade, individual WTCS colleges awarded credit for prior learning based on individual college policy and procedures in accordance to the broad guidance of WTCS policy.

In 2015, in response to the expectations outlined in the Trade Adjustment Assistance Community College Career Training (TAACCCT) 2 grant from the U.S. Department of Labor, WTCS colleges involved in the grant partnered with CAEL to identify and implement best practices in the assessment of Credit for Prior Learning. As a result, WTCS Colleges examined their CPL practices resulting in updated policies, procedures, websites and other marketing, tracking, and established WTCS credit for prior learning resources for all WTCS colleges.

This handbook addresses the details necessary for awarding credit for prior learning according to the WTCS and Northwood Tech guidelines for creating systems and efficiencies that support and encourage programs to offer a full array of CPL opportunities to students.

The handbook is for campus faculty and staff members who will be responsible for implementing and maintaining CPL. This handbook is intended for College staff use; students should be directed to the Credit for Prior Learning Website.

The learning addressed in this handbook is defined as college-level knowledge or skills that have been attained outside of a traditional academic environment and that have not been previously evaluated for or awarded college credit.

Students who receive CPL credits are never required to register or pay tuition for the course(s).

Student Support

The Credit for Prior Learning Contacts on each campus are the primary resource for students looking for credit for prior learning information. Deans and instructors are also tier-one support resources for students applying for CPL. The Credit for Prior Learning website is a great resource for CPL-related information and resources.

Standards for Awarding CPL

1. CPL may be awarded if the following requirements have been met:
   - Student is currently admitted to a program plan
   - The learning is college level
   - There are no negative service indicators
   - Required fees have been paid
2. CPL is awarded only for those courses directly applicable (including electives) to the declared program or certificate. (NOTE: Students should be informed that changing a program plan will result in a reassessment of CPL applicability based on new program plan. CPL previously awarded may be used as elective credit in a new plan, if applicable.)
3. CPL may not be awarded for partial credit.
4. All course prerequisites must be completed prior to a CPL attempt.
5. CPL may satisfy the mastery of a program outcome. If a student receives CPL for a course that assesses one or more program outcomes, the student should be recorded as MET for the outcome(s) for TSA reporting.
6. CPL cannot be used to satisfy residency requirements. At least 25% of technical studies credits in an associate degree program or 25% of occupational-specific credits in a technical diploma program must be earned at Northwood Tech.
7. All work assessed for CPL must meet or exceed "C" (2.0) level work.
8. CPL cannot duplicate any previously awarded credit (to avoid giving credit twice for the same learning).
9. CPL is specifically noted as "CR" on the transcript.
10. CPL awarded credit is not calculated into the student's grade point average (GPA).
11. If credit is denied for a portfolio or a challenge exam is not passed, CPL is not listed on the transcript.
12. The credit hours awarded for CPL are not included as a part of the student's semester enrollment.
13. The credit will be transcripted for the same semester in which it is processed, but the credit hours do not count as part of the student's total enrollment for the purposes of financial aid or for any other enrollment purposes.
14. CPL options appear on the Course Syllabus and on the Credit for Prior Learning website for all courses/options available at the College.

CPL Credit Methods

Programs may choose from any of the following approved methods to evaluate students for CPL. Guidance for each method is provided in the CPL Procedures section of this handbook.

- **Challenge Exams:** Developed and evaluated by Northwood Tech faculty.
- **National Exams:** Developed by nationally recognized organizations.
- **Industry Certifications:** Developed by industry-recognized organizations.
- **Military Service:** The American Council on Education (ACE) has evaluated formal courses and occupations offered by all branches of the military for equivalent college credit.
- **Experiential Learning Portfolios:** A compilation of verifiable artifacts and evidence that demonstrate the student's mastery of course competencies evaluated by Northwood Tech faculty.
- **Skills-Based Assessment:** An in-person demonstration of course competencies evaluated by Northwood Tech faculty.

CPL Student Timeline

When	Task	Who
Program Admission	Meet with advisor to review CPL options available for program courses. Determine if any are equivalent to course required for program.	Student and Advisor
December	Complete CPL requests prior to Spring course/term according to the administrative policies outlined in the Student Handbook and on the CPL website.	Students
January	Process CPL attempts and email results to students and advisors.	Campus CPL Contacts
May	Complete CPL requests prior to Summer course/term according to the administrative policies outlined in the Student Handbook and on the CPL website.	Students
June	Process CPL attempts and email results to students and cc advisors.	Campus CPL Contacts
July	Complete CPL requests prior to Fall course/term according to the administrative policies outlined in the Student Handbook and on the CPL website.	Students
August	Process CPL attempts and email results to students and advisors.	Campus CPL Contacts

CPL Administrative Timeline

When	Task	Who
January	Record Challenge Exam and Portfolio attempts on Connection tracking sheet.	Campus CPL Contacts
February	Create CPL Matrices for new programs and post to Connection.	Curriculum Office
February	Email faculty and deans to review CPL Matrices on the Connection/Academic Affairs/Program Administration/Credit for Prior Learning Resources/Matrices.	Curriculum Office
February	Review National Exam and Industry Certification sites for changes that affect Northwood Tech programs.	Faculty and Deans
February	Review CPL Matrices to add or delete CPL options to courses. Email desired changes or "No Changes" to Curriculum & Assessment Manager.	Faculty and Deans
February	Email compiled changes to Curriculum Office Asst.	Curriculum Office
February	Update CPL Matrices with changes and post to Connection program pages.	Curriculum Office
March	Develop/revise portfolios and challenge exams.	Faculty and Curriculum Office
May	Update CPL website with changes in portfolios, challenge exams, national exams, external certifications for the upcoming FY.	Curriculum Office
May	Add new CPL options to Course Outcome Summary in WIDS.	Curriculum Office
June	Review CPL metrics on Connection tracking sheet (attempts and awards) on Challenge Exams and Portfolios for previous Academic Year (summer, fall, spring).	Curriculum Office
June	Run FY CPL client reporting data report from Cognos.	Curriculum Office
June	Audit Connection and Cognos data for discrepancies.	Curriculum Office
June	Compile data and share with Academic Deans and other stakeholders.	Curriculum Office
June	Review CPL data and look for trends that support changes needed.	Deans
June	Record Challenge Exam and Portfolio attempts on Connection tracking sheet.	Campus CPL Contacts
June	Update, order, and distribute CPL brochures.	Curriculum Office
July	Review process and CPL Handbook.	VPAA, Academic Deans, VPSA, Registrar, CPL Contacts, Curriculum Office
August	Record Challenge Exam and Portfolio attempts on Connection tracking sheet.	Campus CPL Contacts

Credit for Prior Learning Form

The Credit for Prior Learning form is used to document all CPL awarded. See an example of the CPL form in Appendix B: Sample Forms.

The Credit for Prior Learning Form includes the following:

- Statement: Transfer requests not included in the current Northwood Tech Transfer Credit Crosswalks must be evaluated by the Registrar.
- Campus Credit for Prior Learning Contact's name, campus, campus address
- Student name, ID number, Academic Advisor, and Academic Program (Plan)
- Date and Requirement Term
- Form Completed By
- Information to complete the following:
    - Transfer Credit from other Colleges and/or High School
    - Course Substitutions between Northwood Tech courses
    - National Exam Credit
    - Experiential Learning Portfolio Credit
    - Challenge Exam Credit
- Credit for Prior Learning Student Information
- Credit for Prior Learning Process Summary

CPL Procedures

Credit through Exams

National Exam Procedures

1. Student reviews the Credit for Prior Learning website to review national exam options.
2. Student meets with his/her advisor to determine which exam(s) and minimum scores satisfy program requirements to receive credit.
3. Student requests official score report from National Testing Organization be sent to Campus CPL Contact.
4. When score reports are received, CPL Contact completes CPL Form and updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Test Credits, recognized credit code 5J.
5. Score Reports are scanned and stamped.
6. CPL Contact enters the credit awarded on the Annual CPL Tracking Spreadsheet.
7. Student is notified through Northwood Tech student email.

Challenge Exams

Challenge Exam Development

1. Obtain a current copy of the course outcome summary.
2. Review the competencies, criteria, and learning objectives.
3. Develop exam questions that address each criterion and learning objective at least once. Important concepts may be addressed more than once. Writing Effective Test Questions
4. For each question, note the learning objective(s) and criterion/criteria assessed.

5. Designate a Bloom's Taxonomy level for each question. Assure that there is *at least* one question that requires student performance at the designated Bloom's Taxonomy level.
6. Academic Affairs will create the Challenge Exam Information Sheet draft with the Course Information and Challenge Exam Guidelines completed. Complete the Challenge Exam Format information:

   Challenge Exam Format
   i. Number/Format of Questions
   ii. Passing Score (80%)
   iii. Time Allowed for Completion
   iv. Materials Allowed in Testing Room
   v. How/When Results Will Be Available
7. Email both the Challenge Exam and the Information Sheet to Academic Affairs.

Challenge Exam Procedures

1. Student reviews the Credit for Prior Learning website to identify test options.
2. Student meets with his/her advisor to determine which exam(s) satisfy program requirements, prerequisites, and minimum score required to receive credit.
3. Student completes CPL form, makes an appointment to complete the exam, and pays the fee.
4. Student Services staff assures student is eligible to take the exam when student schedules appointment and pays fee.
5. Student completes the exam within seven days of the course start date.
6. Identified staff score the exam.
7. CPL Contact updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Test Credits, recognized credit code 3J.
8. CPL Contact enters the pass/fail data on the Annual CPL Tracking Spreadsheet.
9. Student is notified through Northwood Tech student email.
10. If credit is awarded and student is currently enrolled in course, complete Course Change Form and refund tuition.
11. Exam is kept for six weeks pending any appeal and then destroyed.
12. Students who are eligible to re-take an exam (see Student Handbook for re-take eligibility requirements) must pay the appropriate fees for each attempt, regardless of outcomes.

Note: Online students requesting a challenge exam should be referred to the home campus of the instructor of the requested course/challenge exam. The challenge exam should be taken on that campus, unless a student's proximity to another campus allows for ease of travel for the student. If there are multiple instructors for a course, online students should be referred to the home campus of the program director for that program.

Note: Students currently enrolled in the course (or intending to enroll in the course) must take the challenge exam at least two weeks prior to the course start date. Successful students must request a class withdrawal and will receive a 100 percent refund.

Industry Certifications Procedures

1. Student reviews the Credit for Prior Learning website to identify certification options.
2. Student meets with his/her advisor to determine which certification(s) satisfy program requirements and score standards required to receive credit.

3. Student requests official score report/documentation from the Industry be sent to Campus CPL Contact.
4. When documentation is received, CPL Contact completes the CPL form and updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Other Credits, recognized credit code 5J.
5. CPL Contact enters the credit awarded on the Annual CPL Tracking Spreadsheet.
6. Documentation is scanned and stamped.
7. Student is notified through Northwood Tech student email.

Additional information is available on the Credit through Exams website.

Military Service
Military Service Procedures
1. Student requests Joint Services Transcript be sent to Registrar.
2. When received, transcripts are scanned and stamped.
3. CPL Contact completes the CPL form and updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Other Credits, recognized credit code 4M or 5M.
4. CPL Contact enters the credit awarded on the Annual CPL Tracking Spreadsheet.
5. Student is notified through Northwood Tech student email.

Joint Services Transcript (JST) learning gained in the U.S. Military is evaluated using the American Council on Education (ACE) credit recommendations for current or former Army, Coast Guard, Marine Corps, or Navy personnel or on a Community College of the Air Force Transcript (CCAF) for Air Force personnel.

NOTE: CCAF is regionally accredited, so credit may be transferred directly for courses shown on the CCAF Transcript.

Service members or veterans can request a copy of their JST at the DOD site, and, if needed, can request updates or corrections to their JST with service-specific support. The JST eliminates the need for the DD Form 295.

Military learning experiences for which credit is awarded must be applicable to the student's program plan or certificate program.

Credit may be transferred from the JST for military training school, occupation/rank, and coursework as recommended in the ACE Military Guide. Always use the ACE Identifier (Course and/or Occupation) to describe the credit, being careful not to duplicate credit awards in the same subject area.

Standardized test credit, which is current on the PLA Credit Matrix and meets cut score requirements, may be transferred directly from the JST as long as the JST lists the examination name, score earned on the exam, and the date it was taken.

Military Training determined by ACE to be in the Vocational category is not considered to be at the college level and should not be considered independently for college credit.

Staff should cross-reference the ACE Identifiers on the JST with the ACE Military Guide. The information needed to compare military training course curriculum and competencies, as well as military occupation (job performance) competencies with Northwood Tech courses is listed in the ACE military guide. The ACE site can be searched by course and by occupation. Using either or both may help to find information related to

curriculum and competencies which describe the service member's military learning and will aid in the transfer of credit for that learning.

If the training, occupation or credential has not been previously cross-walked to a Northwood Tech course, faculty subject matter experts or other qualified staff must evaluate the ACE recommendations to determine appropriate crosswalks to Northwood Tech courses.

If there is no ACE credit recommendation made for an entry on the JST, credit should not be awarded and students should be advised about other CPL options such as Challenge Exams and Experiential Learning Portfolios.

If a direct crosswalk to a Northwood Tech course is not appropriate, elective credit may be awarded as it applies to the student's program plan. Students may also use ACE recommendations as part of a larger body of evidence in a Portfolio to capture credit.

If possible, CPL Contacts should transcribe the credits within 30 days of receipt of the transcript and/or CPL Form with supporting documents. Campuses that process a high volume of Military and Veteran CPL requests may need more time to complete this transaction process. In all cases, students should be given information about expected timeframes for completion at the time of application.

Additional information is available on the Credit for Military Experience website.

Work or Life Experiences

Experiential Learning Portfolio Development
1. Contact Academic Affairs to develop a portfolio template for the course(s).
2. Review the portfolio template and determine the following:
   - if a meeting with the faculty or dean is required or highly recommended
   - Identify any Required or Suggested artifacts needed to demonstrate mastery for each competency
3. Email portfolio to Academic Affairs to post on the CPL website.

Portfolio Procedures
1. Student reviews the templates on the website to determine
   - which course(s) satisfy program requirements
   - if prerequisites are met, and
   - if he/she has adequate learning through experience to receive credit
2. Student meets with his/her advisor/dean if more information is desired or if portfolio template states a meeting is required.
3. Student accesses the portfolio resources on the CPL website.
4. Student completes the portfolio template and gathers required and any recommended artifacts. The Experiential Learning Portfolio Tutorial guides students through portfolio development.
5. Student submits the portfolio and CPL form to the Campus CPL Contact and pays the fee before or after the course begins, but credit must be determined no later than seven days from the course start date.
6. Student Services staff assures student is eligible to complete the portfolio when student submits.
7. Campus CPL Contact completes the Credit for Prior Learning Form.
8. Campus CPL Contact forwards the portfolio to the appropriate Dean.

9. Dean works with faculty content expert to determine whether credit will be awarded.
10. Dean or faculty notifies Campus CPL Contact whether or not credit is awarded.
11. Campus CPL Contact records the information on the Annual CPL Tracking Spreadsheet.
12. If credit is awarded, CPL Contact updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Other Credits, recognized credit code 4J, and scans the portfolio template to the student record.
13. CPL Contact enters pass/fail data on the Annual CPL Tracking Spreadsheet.
14. Student is notified through Northwood Tech student email.
15. If credit is awarded and student is currently enrolled in course, complete Course Change Form and refund tuition.
16. CPL Portfolio is returned to the student or discarded if not collected after 30 days.

Note: Northwood Tech uses a portfolio method to document learning through prior work, military, volunteer, education, training, and/or other life experiences to assess equivalency to Northwood Tech competencies. To begin the process, students must review the templates on the Northwood Tech Credit for Prior Learning website to determine if they have the skills and knowledge covered in the course. To continue the process, contact the Dean of Academic Programs.

Students currently enrolled in the course (or intending to enroll in the course) must complete the experiential learning portfolio at least two weeks prior to the course start date. Successful students must request a class withdrawal and will receive a 100 percent refund.

Faculty and student roles in the portfolio process

Once a student has prepared the portfolio, it must be submitted to the campus Credit for Prior Learning Contact and the fee paid prior to assessment. A faculty member or other subject matter expert will evaluate the portfolio and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course at the level of a "C" or better. To ensure equity and neutrality, the faculty member who supports the student while developing the portfolio should not be the same person who evaluates it, if possible.

Minimum Requirements for the Content of the Portfolio

The student should use the Experiential Learning Portfolio for the specific course they are seeking credit. The portfolio should include the following elements:

- Student Contact Information.
- A brief introduction of student summarizing experience.
- Description of learning and experience addressing the criteria and objectives for each competency.
- All required artifacts.
- Any suggested artifacts.
- Conclusion summarizing how the competencies have been met.
- Learning Source Table identifying Organization, Supervisor, Start/End Dates, Total Hours, and Related Competencies.

Portfolio Assessment

The Portfolio Assessor will:

- Assess the written and/or demonstrated learning claim against the required competencies' criteria.
- Review the submitted artifacts for sufficiency and legitimacy in supporting the learning claims in the portfolio.
- Determine if each competency meets at least 80% of the criteria and provide feedback on strengths and weaknesses.

Portfolio Assessment Benefits for Students

It is important for students to have a clear understanding of the benefits and risks involved when using the portfolio assessment method.

Developing a portfolio can be a rewarding and personally fulfilling experience. It helps students to articulate what they have learned, often resulting in a sense of pride and accomplishment.

For students who have deep knowledge within a single discipline, there is potential to earn credits for more than one course. This opportunity can reduce time to completion and tuition and fees.

The advising conversation with a faculty subject matter expert or faculty advisor is always beneficial for the student, even if s/he decides not to pursue a portfolio. Students are often confused between experience (I did this) and learning (I learned this from my experience).

Students can be successful if they are properly prepared to write a portfolio or demonstrate a skill, knowing the standards for which they will be assessed.

Portfolio Assessment Risks for Students

Earning credit via portfolio is not assured. Students must pay the assessment fees even if credit is not awarded. There are no refunds awarded for CPL assessments resulting in no credit awarded.

Students who are surprised by the rigor of preparing a portfolio might find it too difficult to complete the process.

When students get off track in their writing, they may not articulate the learning. Credit is not awarded for experience but for the learning gained from experience.

Financial aid does not cover assessment fees associated with portfolio assessment.

Skills-Based Assessment

Skills-Based Assessment Development

1. Obtain a current copy of the course outcome summary.
2. Review the competencies, criteria, and learning objectives.
3. Develop the Skills Assessment Checklist that address each criterion and learning objective at least once.
4. For each item on the checklist, note the learning objective(s) and criterion/criteria assessed.
5. Academic Affairs will create the Skills-Based Assessment Information Sheet draft with the Course Information and Guidelines completed. Complete the Format information:

   Skills-Based Assessment Format
     i. Passing Score (80%)
     ii. Time Allowed for Completion
     iii. Materials Provided by Northwood Tech
     iv. Materials Student Provides
     v. How/When Results Will Be Available

Email both the Skills Assessment Checklist and the Information Sheet to Academic Affairs.

Skills-Based Assessment Procedures

1. Student accesses Course Outcome Summary and Skills Checklist on the CPL website to determine
   - which course(s) satisfy program requirements
   - if prerequisites are met, and
   - if he/she has adequate learning through experience to receive credit

2. Student meets with his/her advisor/dean to review student request for skills-based assessment.
3. Student and instructor schedule time for the assessment.
3. Student pays the fee to the Campus CPL Contact prior to the assessment.
4. CPL Contact enters the assessment information on the CPL tracking spreadsheet.
5. Campus CPL Contact or Instructor completes the Credit for Prior Learning Form.
6. Student completes the skill assessment on the determined date.
7. Instructor submits e-time for skills assessment
8. Instructor sends the skills checklist to the CPL Contact indicating whether credit is awarded or not.
9. CPL Contact enters pass/fail information on the Annual CPL Tracking Spreadsheet.
10. If credit is awarded, CPL Contact updates student record in PeopleSoft following the procedures in the WILM CPL Entry for Other Credits, recognized credit code 4J, and scans the skills checklist to the student record.
11. CPL Contact enters pass/fail data on the Annual CPL Tracking Spreadsheet.
12. Student is notified through Northwood Tech student email when credit is documented.
13. If credit is awarded and student is currently enrolled in course, CPL Contact completes Course Change Form and refunds tuition.

Additional information is available on the Credit for Work or Life Experiences website.

CPL Appeal Process

Students should be notified of the outcomes of their completed CPL application within 30 days of submission, as appropriate. Information about how and when the student will be notified should be included on the CPL website.

Recommendations and scoring by ACE, CLEP, and other external bodies are under the auspices of the evaluation body and cannot be appealed at the college-level. Students should be directed to the appeal procedures for each testing agency or credit recommendation service.

Students are not eligible for a reimbursement of the cost of a CPL assessment under any circumstances and will need to reapply and submit payment if requesting subsequent evaluations, regardless of which course they challenge.

Students cannot appeal for CPL to be removed from their academic transcript.

Students cannot appeal to the institution if a transfer institution (outside of Northwood Tech) does not accept the credit.

In the case of Challenge Exams, Portfolio Assessments, and Skills-Based Assessments the student may submit a written request for a meeting with the CPL Evaluator who denied the issuance of credit. The meeting should take place within 14 days of the student's denial and be documented for their records.

Portfolio evaluators may advise students to submit additional documentation, if appropriate, to further demonstrate required competencies. The Evaluator should set a specific time frame and list of requirements for the student to submit under the same evaluation. Consequences of not meeting this timeline should be clearly communicated.

Recommendations subsequent to appeal will stand. Students will be required to re-submit Portfolio, retest Challenge exams (according to testing policy), or re-demonstrate skills if they wish to be reevaluated after appeal.

The process of appeal should be designed to ensure that students have every opportunity to demonstrate their learning for CPL evaluation.

Appendix A: Credit for Prior Learning Policies

Wisconsin Technical College System Credit for Prior Learning Policy

WISCONSIN
TECHNICAL COLLEGE
SYSTEM

Wisconsin Technical College System Board

POLICY

Number:	323
Subject:	Credit for Prior Learning
Adopted:	July 21, 1999
Current Revision:	November 18, 2008
Page:	1 of 1

The WTCS State Board recognizes the following principles governing the awarding of credit for prior learning:

- Technical colleges shall provide maximum recognition for work completed through nationally or regionally accredited postsecondary institutions or other education, training or work experiences pertinent to the student's new educational programming and the technical college's graduation requirements.

- Only postsecondary credits awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer as credits for prior learning to a WTCS college from a nationally or regionally accredited institution of higher education.

- Articulated credits negotiated between high schools and technical colleges for high school courses for which students later seek college credit require a minimum 3.0 grade point on a 4.0 scale to qualify for transfer as credits for prior learning to a WTCS college.

- Time limits shall not restrict the awarding of credit for prior learning unless a college has documented a specific programmatic reason for time limits.

- Technical colleges shall develop policies and procedures for implementing the State Board credit for prior learning policy. Technical college policies and procedures shall be consistent with the State Board's policy on credit for prior learning and procedures developed by the System Office.

Reference:

Adopted – July 21, 1999
Revised – March 27, 2002
Revised – November 20, 2002
Revised – May 7, 2003
Revised – July 20, 2005
Revised – November 18, 2008

The Wisconsin Technical College System Policy Manual

Appendix B: Sample Forms

Credit for Prior Learning Form

Northwood Technical College

Course Substitution Form
(internal course previously taken at Northwood Tech)

Student Name: _____   Date: _____ Requirement Term: _____

Student Empl ID Number: _____   Academic Program (Plan): _____

Academic Advisor: _____   Form Completed By: _____

Course Substitution – student must be in a program plan

Requestor	Yr/Term	Northwood Tech Course #	Northwood Tech Course Name	Cr	Gr	Northwood Tech Course #	Northwood Tech Course Name	Cr	Approve	Deny*
Rationale for substitution:						*If denied, list rationale:				
Rationale for substitution:						*If denied, list rationale:				
Rationale for substitution:						*If denied, list rationale:				
Rationale for substitution:						*If denied, list rationale:				
Rationale for substitution:						*If denied, list rationale:				

_____   _____
Signature, Program Dean   Date

Ashland CFPL contact: Attn: Roxanne Lusua	New Richmond CFPL contact: Attn: Loni Sempf or Sherry Rehnelt	Rice Lake CFPL contacts: Attn: LuAnn Cummings	Superior CFPL contact: Attn: Lesa Armstrong

S:/Student Affairs/SBouchard/Student Affairs Tech Procedures/CFPL/Course Substitution Form/Feb 2020; revised Apr 2021

COURSE SUBSTITUTION STUDENT INFORMATION

<u>Substitution:</u> You may receive course substitution credit for coursework previously completed at Northwood Tech that is comparable to course requirements in your current plan.

Notes: Software applications including MS Office courses ((Access A, Excel (A & B), PowerPoint, MS Outlook, Word (A, B & C), Advanced Document Applications, and Advanced Spreadsheets and Analytics)), Adobe Photoshop, Advanced Excel for Accounting and QuickBooks with a course completion date greater than seven years old, will only meet current MS Office course requirements when it has been determined a student is proficient with the current version of MS Office.

COURSE SUBSTITUTION PROCESS

1. Counselor, student, program dean or program advisor will initiate the course substitution request and will complete the Course Substitution Form.

2. The form is submitted to Student Services to Credit for Prior Learning (CFPL) staff person. (Use one form per program dean.)

3. The CFPL staff person will route the form to the correct program dean via ImageNow workflow. (i.e. Course Sub Review – K. Hoglund; Course Sub Review – J. Germain; Course Sub Review – P. Brunclik; Course Sub Review – A. Moffat; Course Sub Review – M. Ulrich)

4. The program dean will review the request and will either approve or deny the request. (If denied, list rationale.)

5. The program dean will route the form back to the CFPL staff person for processing (i.e. CFPL Entry-ASH; CFPL Entry-NR; CFPL Entry-RL; CFPL Entry-SUP).

6. If **approved**, the campus CFPL will route the course substitution form to the curriculum reviewer for entry and will notify the student via the CRM and will also cc: the requestor, counselor, and academic advisor.

7. If **denied**, the campus CFPL will notify the student via the CRM and will cc: the requestor, counselor, and academic advisor.

Northwood Technical College

10-106-6 Administrative Coordinator (Administrative Professional)
Program Matrix and CPL Options – 2021-2022

Program Outcomes	10103106 MS PowerPoint ● #	10103125 MS Outlook #	10103146 MS Word A ● #	10106110 Document Formatting ●	10106146 Proofreading for the Office ●	10106199 Business Technology and Success	10103184 Advanced Document Applications	10801136 English Composition 1	10101176 Financial Accounting 1A ■	10106139 Administrative Office Management ◆	10106165 Business Information Management ●	10103151 MS Excel A #	10103162 MS Access A #	10103185 Advanced Spreadsheets & Analytics	10804123 Math with Business Apps ● ■	10801198 Speech ■ OR / 10801196 Oral/Interpersonal Comm. ◆	10101174 QuickBooks Accounting	10103156 Adobe Photoshop	10106129 Web and Social Media Technologies	10106123 Meeting and Event Planning	10106128 Software Integration	10809198 Introduction to Psychology ■ OR / 10809188 Developmental Psychology	10106166 Virtual Administrative Professional Capstone	10106127 Desktop Publishing	10XXXXX Elective	10801197 Technical Reporting	10809172 Introduction to Diversity Studies OR / 10809122 Introduction to American Gov. OR / 10809195 Economics ■ OR / 10809196 Introduction to Sociology ■	10890116 Job Quest ◆
Demonstrate effective workplace communications				I	P	I		P		P	P					P				P			A			P		
Apply technology skills to business and administrative tasks	I	I	I	P	P	I	P			P	P	I	I	P				I	P	I	P		A	I				
Perform routine administrative procedures		I								P	P				P								A					
Manage administrative projects			I							P										P	I		A					
Maintain internal and external relationships										P								P	I	P		P	A				P	
Model professionalism in the workplace			I			I				P										P			A					P

Program Outcome Legend: (I) Introduced, (P) Practiced, (A) Assessed, X (Linked)

Credit for Prior Learning Legend: ● Challenge Exam, ◆ Portfolio, ■ National Exam, # Industry Certification, ✓ Military

Appendix C: Glossary of Terms

ACE Military Guide: The Military Guide is a compilation of ACE credit recommendations for formal courses and occupations offered by all branches of the military. The guide includes all evaluated courses and occupations from 1954 to the present.

ACE National Guide: The ACE National Guide to College Credit for Workforce Training contains ACE recommendations for formal courses or examinations offered by various organizations including businesses, unions and government entities.

ACE Recommendation: American Council on Education Credit Recommendation Service uses faculty subject matter teams to review workplace learning and connect the competencies to college level learning.

Advanced Placement (AP): College level studies offered in courses at the high school level. Students who test and successfully meet cut scores are awarded credit in the appropriate subject area.

CAEL: The Council on Adult and Experiential Learning - a 501(c)(3) nonprofit that works with public and private sector partners to enhance learning opportunities for adults around the world.

Mission Statement: As a national leader, we strive to lead the evolving national discussion on unique challenges and opportunities linking adult learners and work. We advocate and innovate on behalf of all adult learners, regardless of their socio-economic circumstances, to increase access to education and economic security and to develop and provide effective services and tools. We work to enhance our thought leadership role through our research and work with adult learners, postsecondary education institutions, employers and government.

Challenge Exam: Institutional Challenge Exams are faculty-developed tests. They assess a student's mastery of the competencies required for the course being challenged and are the equivalent of a comprehensive final exam and may include a skills demonstration.

College Level Exam Program (CLEP): CLEP is a credit by examination program that is widely accepted by colleges and universities across the country. CLEP exams test mastery of college level material in subject areas covering general education courses.

Credential: A credential is a document, certification or license that proves a person's qualifications and mastery.

DSST: This test is most often taken by military members and their families. The DSST program offers exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities. The tests have been evaluated for college credit by ACE.

Faculty Evaluator: A faculty subject matter expert who is responsible for evaluating student Portfolio's for PLA Credit.

International Baccalaureate (IB): The IB is a "non-profit educational foundation offering programs of international education that develop the intellectual, personal, emotional and social skills needed to live, learn and work in a rapidly globalizing world."

Joint Services Transcript (JST): The Joint Services Transcript is a synchronized transcript presenting data for the United States Army, Marine Corps, Navy and Coast Guard. The JST contains: military course completions, military occupations, College level test scores, and other learning experiences.

National Exam: Any form of a test which gives all test takers the same test under the same conditions. Northwood Tech routinely accepts the following tests: CLEP, AP, IB, DSST.

Portfolio Assessment: The process of reviewing a compilation of artifacts, narratives and demonstrations and comparing them against the competencies of a Northwood Tech course(s) for the purpose of awarding PLA Credit as appropriate.

Prior Learning Assessment: Prior learning assessment is a set of well-established, researched, and validated methods for assessing non-collegiate learning for college credit. It is a process that allows learners to demonstrate knowledge and skills in a particular field or fields and have that learning evaluated for college credit (CAEL)

Recognized Credit Codes: The following WTCS codes are used to identify how credit is earned. CPL codes for Credit for Prior Learning include the following:

2M	Postsecondary Transfer Credit/Military Education
3J	Test Out/Non-Compulsory Ed
4J	Experiential Learning/Non-Compulsory Ed
4M	Experiential Learning/Military Training
5J	Exam – National Standard/Non-Compulsory Ed
5M	Exam – National Standard/Military

Additional codes and information can be found in the Client Reporting System Manual.

Residency: The courses that a student registers for, attends and completes while enrolled at the college that will confer their degree or certificate. This includes all forms of instruction including distance education. Policy requires that at least 25% of the credit required for degrees or certificates must be earned in residency at the conferring institution.

Appendix D: CAEL Quality Standards

1. Credit or its equivalent should be awarded only for learning, and not for experience.

2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.

3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.

4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.

5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.

6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.

7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.

8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.

10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.