

MILITARY JST

1) Curriculum Committee

- a) Departments submit a request to allow students to earn course credit through ACE transcript articulation during the new course proposal and course revision processes (CNET)
- b) Departments submit a request for removal of course credit through ACE transcript articulation during the course revision processes (CNET)

2) Student submission process

- a) Submit request (form) and ACE transcript(s) to A&R through incoming transcript evaluation process

3) Approval process

- a) Evaluators review for credit
- b) ACE courses not previously approved submitted to discipline faculty for review and approval/denial

CREDIT-BY-EXAM

2) Curriculum Committee

- a) Departments submit a request to allow students to earn course credit through credit-by-exam during the new course proposal and course revision processes (CNET)
- b) Departments submit a request for removal of course credit through credit-by-exam during the course revision processes (CNET)

3) Student submission process

- a) Submit request (form) to discipline Division Office

4) Approval process

- a) Follow the current Credit-by-Exam process written on the form
- b) Disciplines faculty submits results to A&R (Jeff)

CREDIT-BY-PORTFOLIO

1) Curriculum Committee

- a) Departments submit a request to allow students to earn course credit through credit-by-portfolio during the new course proposal and course revision processes (CNET)
- c) Departments submit a request for removal of course credit through credit-by-portfolio during the course revision processes (CNET)
- d) State required/possible materials/criteria

5) Student submission process

- a) Submit request (form) to discipline Division Office

6) Approval process

- a) Discipline faculty review and score portfolio according to a rubric
- b) Discipline faculty will submit results to A&R (Jeff)

CREDIT-BY-INDUSTRY-RECOGNIZED-TRAINING

1) Curriculum Committee

- a) Departments submit a request to allow students to earn course credit through credit-by-industry-recognized-training during the new course proposal and course revision processes (CNET)
- b) Departments submit a request for removal of course credit through credit-by-industry-recognized-training during the course revision processes (CNET)
- c) State the required certification/license/credential/coursework (upload into CNET) and agency having jurisdiction with a list of what courses they count for
- d) Recency of training required for credit

2) Student submission process

- a) Submit request (form) and certification/license/credential to A&R through incoming transcript evaluation process

3) Approval process

- a) Evaluators review for credit
 - i) Verify certification/license/credential
 - ii) Verify recency
 - iii) If not recent, faculty review
- b) Certifications/licenses/credentials not previously approved submitted to discipline faculty for review and approval/denial

RECOMMENDATIONS

- 1) Spring 2021 semester only, discipline faculty (coordinator approved) submit a list of courses to allow students to request course credit through credit for prior learning with required materials/guidelines as stated above
- 2) Approved courses and methods, required materials, and criteria are posted on a website
- 3) Curriculum Committee CPL course proposal process added to CNET
- 4) For ACE transcripts, approved courses entered in Banner and DegreeWorks
- 5) Credit for industry recognized training and ACE transcripts added to (incoming) transcript evaluation process
- 6) Use P/NP for grading outside of credit-by-exam
- 7) Copy of exam and rubric housed in Division office
- 8) Credit by portfolio criteria could include:
 - a) Narrate the same techniques as class - theories, experiences, learning exercises

- b) Can include certifications/licenses/credentials not industry recognized
 - c) Verified via signature, recommendation letter, etc.
 - d) Continuing education
 - i) Course outline, learning objectives, etc.
 - e) Promotions: describe/demonstrate additional responsibilities, experiences, and learnings
- 9) CPL coordinator position or taken over by CTE Committee

CONCERNS

- 1) Examination/portfolio grading/evaluation can be extremely time consuming and lot of work – additional compensation needed (FA is planning to negotiate)
- 2) Financial aid implications/limitations – students cannot get financial aid and the units count against the total they can receive towards a program
- 3) Certifications must come from recognized certifying organization – determined by discipline faculty proposing the certificate and courses
- 4) Was the certification exam offered in a proctored testing environment?
- 5) Appeals process for any student? Yes
- 6) Counselor consultation if students have questions
- 7) A&R has to coordinate with Chabot about transcript requirements/changes