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