**MILITARY JST**

1) **Curriculum Committee**
   a) Discipline faculty propose courses to allow JSTs

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) Courses not previously approved submitted to discipline faculty for review and approval/denial

**CREDIT-BY-EXAM**

1) **Curriculum Committee**
   a) Discipline faculty propose courses to allow credit-by-exam

2) **Student submission process**
   a) Submit request (form) to discipline Division Office

3) **Approval process**
   a) Discipline faculty sets exam and grading scale – notified to student
   b) Discipline faculty facilitates and grades the exam
   c) Disciplines faculty submits results to A&R (Jeff)

**CREDIT-BY-PORTFOLIO**

1) **Curriculum Committee**
   a) Discipline faculty propose courses to allow credit-by-portfolio
   b) Required/possible materials/criteria

2) **Student submission process**
   a) Submit request (form) to discipline Division Office

3) **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) Discipline faculty propose courses to allow credit-by-industry-recognized-training
   b) Required certification/license/credential/coursework and agency having jurisdiction with what courses they count for
c) Recency

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) Approved courses and methods, required materials, and criteria are posted on a website
2) Curriculum Committee CPL course proposal process added to CNET
3) For ACE transcripts, approved courses entered in Banner and DegreeWorks
4) Use a single form for Credit-by-Exam and Credit-by-Portfolio requests
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
3) Certifications must come from recognized accrediting organization – who determines this?
4) Was the certification exam offered in a proctored testing environment?
5) Appeals process for any student?
6) Noncredit transcript evaluation before transcripts go to the evaluator – probably a counselor
7) A&R has to coordinate with Chabot about transcript requirements/changes