
Procedure:	Prior Learning Assessment, Credit by Examination (CBE) and Portfolio Review (PORT)	Reference No.: 3.12
Authority:	College President	Cross Reference: Policy 1.1
Approved:	June 5, 1995	
Revised:	April 7, 2004 April 12, 2018	

1. General Guidelines

- a. SUNY Broome Community College provides its matriculated students with the potential opportunity to gain credit for Prior Learning. Prior Learning is a means of assessing knowledge acquired outside the traditional college and classroom environment. It includes: Prior Learning Assessment (PLA), Credit by Examination (CBE), and Portfolio Review (PORT).
 - b. Prior Learning Assessment credit (PLA, CBE, and PORT) is issued at the prerogative of the Department Chair where the academic program is located. If the student changes majors/academic programs, Prior Learning Assessment credit will be reviewed/reassessed. If the course discipline is located in a program where the student is not enrolled, the Prior Learning Assessment credit will need to be reviewed and approved by the appropriate Department Chair for that discipline.
 - c. While the Health Studies Division unanimously endorses the concept of prior learning, many of the accredited programs in the division due to patient safety concerns and accreditation requirements cannot utilize the (PLA) for awarding course credit. Specifics about PLA, CBE, and PORT in the Health Studies Division are listed within each section below.
- A. **Prior Learning Assessment (PLA)** allows students the opportunity to receive college credit for the learning and knowledge they have acquired through approved professional training programs, articulated course completion from unaccredited institutions, or current professional licensing and certification. Credits will be applied:
- at no cost to the student,
 - as attempted and earned credits
 - with an “S” (satisfactory) grade, unless an accredited program requires a letter grade.
 - If the letter grade is required, it shall be determined based on the grade received for the course or exam that qualified the student to sit for the board licensing examination or certification.
 - “S” grades will not be factored into GPA.
 - If a letter grade must be assigned it will be factored into the GPA.
- Examples are:
- Police, Fire, or EMT training completion or certification
 - Microsoft or Cisco certification

- First Aid or Phlebotomy certification
- APICS Certification

- The following Health Science programs are unable to provide credit for PLA:
 - Health Information Technology, A.A.S.
 - Histological Technician Certificate
 - Medical Assistant, A.A.S.
 - Medical Administrative Skills Certificate
 - Medical Transcription Certificate
 - Nursing, A.A.S.
 - Physical Therapist Assistant, A.A.S.
 - Radiologic Technology, A.A.S.
 - Newly adopted competitive programs not listed herein

- The following Health Science programs recognize prior learning; however, all PLA is organized through articulation agreements with area programs:
 - Clinical Laboratory Technology, A.A.S
 - Dental Hygiene, A.A.S.

- The following Health Science programs permit PLA through the established campus PLA process:
 - Health Studies, A.A.S., A.S.
 - Phlebotomy Certificate

Prior Learning Assessment Procedures

- ***Course approval by Department Chair*** - Any course eligible for prior learning must be initially approved by the Chair of the Department in which the course is located. Approval is only needed once for the course to be eligible, however approval is needed by the Department Chair/Coordinator for any program where the PLA credit will be used. If a student changes programs, PLA credit may be reassessed.
 - Existing courses eligible and the supporting certification or licensing required for prior learning assessment are identified by Department Chairs by completing the *Chair Approval Form For Prior Learning Course* and forwarding it to the Registrar's office to be added to the Prior Learning Assessment website.
 - In order to assess a broad range of prior learning where there is not an equivalent course, department prefixes (such as ADN 888, BUS 888, CST 888, ECE 888, etc.) must be presented by the sponsoring department to the Curriculum Committee for approval. Once approval is received from the Curriculum Committee, these will be added to the Prior Learning Assessment website.
 - Consideration for PLA credit is at the prerogative of the Department Chair/Coordinator.

- ***Awarding prior learning credit to student record*** – A request for evaluation of prior learning is initiated by the student using the *Prior Learning Assessment Form* for approval by the student's Department Chair / Coordinator / Designee.

- Part 1 is completed by the student and submitted to the Department Chair / Coordinator / Designee for review and approval.
 - Part 2 is completed by the Department Chair / Coordinator / Designee after reviewing the documentation and determining the course and total credits to be awarded for the student's current academic program. An "S" grade will be assigned unless a grade is required (see above) and noted by the Department Chair / Coordinator / Designee. Once completed the form is forwarded to the Registrar's office.
 - Part 3 is completed by the Registrar's office and credits are applied to the student's record.
- B. **Credit by Examination (CBE)** allows students the opportunity to pass an exam showing that they have mastered the knowledge of the course content to receive credit for the course.
- A fee will be assessed to the student.
 - The CBE will be graded according to the grading structure set up for the course and will be included on the student's record as attempted. Grades will be posted in the following manner:
 - i. U will not earn credits but will not be counted in the G.P.A.
 - ii. S will earn credits, but will not be counted in the G.P.A.
 - iii. F will not earn credits but will be included in the G.P.A.
 - iv. Any letter grade D or above will earn credits and will be included in the G.P.A.
 - Any course previously taken and not passed would not be eligible for CBE.
 - Students will be limited to one CBE attempt per course.
 - The CBE option is governed by specific program policies and procedures. Health Sciences competitively admitted programs may opt to engage in CBE based upon the determination of the chair and as long as engaging in CBE does not violate any state or accreditation requirements.

Credit By Examination Procedures

- a. The student requests a meeting with the Department Chair / Coordinator / Designee in the area where the course is being offered to discuss the CBE option.
- b. If approved by the Department Chair / Coordinator / Designee of the department offering the course, the student would initiate Part 1 of the *Contract for Credit By Examination (CBE) form*. Applicants must provide evidence of preparedness for CBE as determined by the Department Chair / Coordinator / Designee. (If a student previously received an "F" grade in a course, no Credit by Examination may be given in that course.)
- c. If the Department Chair / Coordinator / Designee deems appropriate, he/she selects an instructor to administer the exam and secures the required signatures for the *Contract for Credit By Examination (CBE) form*.
- d. After signatures are obtained and the fees are entered in Part 2 of the *Contract for Credit By Examination (CBE) form*, the contract is forwarded to Student Accounts for billing.

- e. The Student Accounts representative completes Part 2 of the *Contract for Credit By Examination (CBE) form*, bills the student and, after payment is received, returns the contract to the Department with “paid date.” Student Accounts keeps the pink copy of the contract. If payment is not received after 30 days the contract is returned to the department marked “unpaid.”
- f. Upon receipt of the “paid” *Contract for Credit By Examination (CBE) form*, the Department notifies the instructor that the student has paid for the CBE. This authorizes the examination. The instructor is given the original contract.
- g. The instructor administers the examination, records the grade, and signs Part 3 of the *Contract for Credit By Examination (CBE) form*.
- h. The instructor retains the yellow copy of the *Contract for Credit By Examination (CBE) form* and notifies the Department Chair / Coordinator / Designee of the results of the exam. The *Contract for Credit By Examination (CBE) form* is forwarded to the Registrar.
- i. The Registrar completes Part 3 of the *Contract for Credit By Examination (CBE) form*, retains the white copy for the student’s file, and forwards the green copy to the Dean for the student’s Divisional file.
- j. The Department Chair / Coordinator / Designee initiates compensation for the instructor by completing the *Instructor Compensation for Independent & Under Enrolled Classes, Credit by Exam & Evaluation form*.

C. **Portfolio Review (PORT)** allows a SUNY Broome matriculated student to demonstrate competency for various types of learning for one or more courses through submission of a portfolio of their work to the chairperson of the student’s degree program.

- A fee will be assessed to the student
 - i. A special circumstances credit fee waiver limited to 13 credits may be granted to students with approval by the Program Chair / Coordinator / Designee.
- Following review, credits will be applied to the student’s record as attempted and earned credits with a grade “T” (Transfer).
- Any course previously taken and not passed would not be eligible for PORT.

Examples are:

- Documented training provided by business, industry, union, professional societies, and governmental agencies, except those receiving certification or licensing (see Prior Learning Assessment).
- Samples of art work completed in other settings, such as an Art Institute or other institution of higher learning without regional accreditation.
- Demonstration of music performance proficiency.
- The following Health Sciences programs are unable to provide credit for PORT:
 - Clinical Laboratory Technology, A.A.S
 - Dental Hygiene, A.A.S.
 - Health Information Technology, A.A.S.
 - Histological Technician Certificate
 - Medical Assistant, A.A.S.
 - Medical Administrative Skills Certificate

- Medical Transcription Certificate
- Nursing, A.A.S.
- Phlebotomy Certificate
- Physical Therapist Assistant, A.A.S.
- Radiologic Technology, A.A.S.
- Newly adopted competitive programs not listed herein

Portfolio Review Procedures

- a. The student requests a meeting with the Department Chair / Coordinator / Designee in the area where the course is being offered to discuss the PORT option.
- b. If approved by the appropriate Department Chair / Coordinator / Designee of the department offering the course, the student would Part 1 of the *Contract for Credit by Portfolio Assessment form*. (If a student received an “F” grade in a course, they are not eligible for Portfolio Review.)
- c. The Department Chair / Coordinator / Designee will convene a committee if approval from other faculty is required for the assessment.
- d. The Department Chair / Coordinator / Designee specifies and clarifies expectations with the student and secures the required signatures in Part 2 of the *Contract for Credit by Portfolio Assessment form*.
- e. After signatures are obtained and the fees are entered in Part 2 of the form, the contract is forwarded to Student Accounts for billing.
- f. The Student Accounts representative completes Part 2 of the *Contract for Credit by Portfolio Assessment form*, bills the student and, after payment is received, returns the contract to the Department with “paid date.” Student Accounts keeps the pink copy of the contract. If payment is not received after 30 days the contract is returned to the department marked “unpaid.”
- g. Upon receipt of the “paid” *Contract for Credit by Portfolio Assessment form*, the Department Chair / Coordinator / Designee notifies the student to submit his/her portfolio, according to stated requirements.
- h. The Department Chair / Coordinator / Designee or the committee reviews the portfolio, assesses and records the grade (Transfer “T”, if credit is given), and signs Part 3 of the *Contract for Credit by Portfolio Assessment form*.
- i. The instructor retains the yellow copy of the *Contract for Credit by Portfolio Assessment form* and notifies the Department Chair / Coordinator / Designee of the results of the portfolio assessment. The *Contract for Credit by Portfolio Assessment form* is forwarded to the Registrar.
- j. The Registrar completes Part 3 of the *Contract for Credit by Portfolio Assessment form*, retains the white copy for the student’s file, and forwards the green copy to the Dean for the student’s Divisional file.
- k. The Department Chair / Coordinator / Designee initiates compensation for the instructor by completing the *Instructor Compensation for Independent & Under Enrolled Classes, Credit by Exam & Evaluation form*.