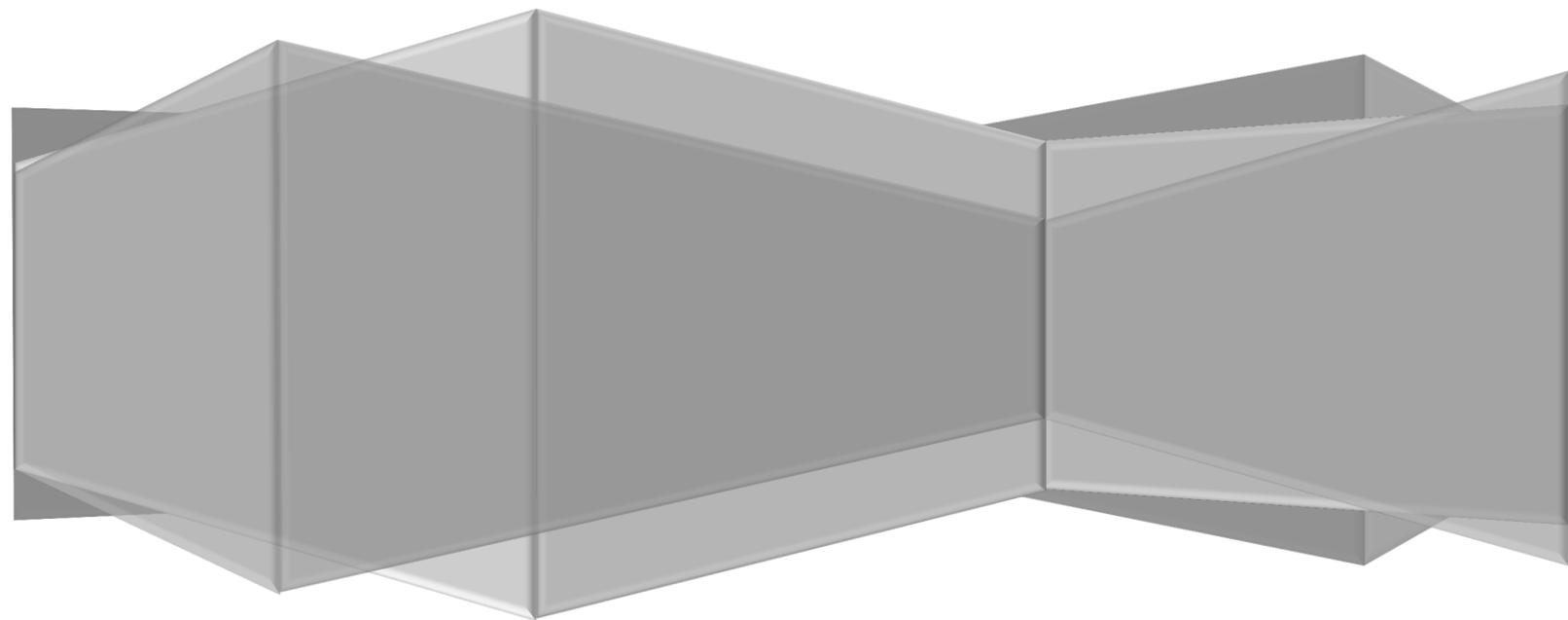


**Mineral Area College**

# **Credit for Prior Learning**

**Student Guide**



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# Preface

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The purpose of this handbook is to inform students admitted to Mineral Area College (MAC) of the many methods used to obtain **Credit for Prior Learning (CPL)**. CPL may apply toward an academic degree or certificate.

Because other educational institutions may have different policies for awarding or accepting credit for prior learning, MAC cannot guarantee that any credit awarded for prior learning will transfer to other colleges.

## What is Prior Learning?

Prior Learning is a non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary education institutions. Credit for Prior Learning (CPL) includes credit that may be granted for successful scores on select CLEP and A.P. subject exams and educational experiences in business, industry and/or the armed services as recommended by the American Council on Education. CPL is not awarded for experience but for college-level learning which entails knowledge, skills and competencies that students have obtained as a result of their prior learning experience.

## Policy and Procedures

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Prior learning experiences shall be evaluated only if requested by a student who has been admitted to Mineral Area College (MAC). For all credit awarded for prior learning, the course number, course title, number of semester hours and grade of CR (credit) will be posted on the student's transcript and labeled CPL to denote Credit for Prior Learning.

Academic credit may be awarded only for those courses directly applicable to curriculum requirements at MAC and to the student's declared certificate or degree program as outlined in college publications. A maximum of 30 semester hours of credit for prior learning may apply toward a degree, unless otherwise noted within this document.

If CPL is applied to the A.A., A.S., A.A.T., A.G.S. or A.A.S. degree requirements, transferability may be affected. For details, consult your advisor and the institution to which you plan to transfer.

All portfolios, documentation and files regarding a student's prior learning credit will be maintained by the Registrar's Office.

Procedures for obtaining credit for prior learning vary by method. Processes are included in "Methods for Awarding Credit for Prior Learning" and "Methods Accepted by Department".

## Fees

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### Posting Fee

There is a posting fee for posting CPL credits on the student's transcript. This fee is equivalent to \$25 per credit hour awarded.

### **Institutional Challenge Examinations or Departmental Examinations Fees**

The fee for administering each exam is equivalent to one credit hour of in-district tuition at Mineral Area College. An additional fee may apply to cover exam costs. See the department chair for details. If credit is awarded, a posting fee will be required for each credit posted onto the transcript.

### **Industry Credentials, Portfolio Evaluation and Apprentice Training**

If credit is awarded, a posting fee will be required for each credit posted onto the transcript. This fee is equivalent to \$25 per credit hour awarded.

# Methods for Awarding Credit for Prior Learning

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## **Standardized Tests**

### **Advanced Placement**

MAC awards credit for Advanced Placement (A.P.) scores of 3 or higher for subjects listed in Table 1 below. Students who successfully completed the A.P. examination may receive credit in their program of study in history, biology, chemistry, math, English, physics and foreign languages. A.P. exam scores must be directly submitted to the registrar from the College Entrance Examination Board. No grades are assigned for A.P. credit, but such credit is counted toward graduation requirements on the same basis as credits earned in the classroom. There is no assurance that another institution of higher learning will accept advanced placement credit.

**Table 1: Advanced Placement Examinations**

<b>TEST</b>	<b>Score Required</b>	<b>Hours Granted</b>	<b>Institutional Courses Satisfied</b>
<b>American History</b>	3	3	HIS1230 American History I
<b>American History</b>	4 or 5	6	HIS1230 American History I & HIS1240 American History II
<b>Biology</b>	4 or 5	5	BIO1150 General Biology
<b>Calculus AB</b>	3,4, or 5	5	MAT1650 Analytic Geometry & Calculus I
<b>Chemistry</b>	3	5	PHS1250 Introductory Chemistry
<b>Chemistry</b>	4 or 5	5	PHS1350 General Chemistry I
<b>English Language &amp; Composition</b>	3, 4, or 5	3	ENG1330 English Composition I
<b>English Language &amp; Composition</b>	3, 4, or 5	3	ENG1570 Introduction to Literature: Prose and Poetry
<b>Physics C – Mechanics</b>	3, 4, or 5	4	PHS1420 College Physics I
<b>Physics C – Electricity/Magnetism</b>	3, 4, or 5	4	PHS1440 College Physics II
<b>French Language</b>	3, 4, or 5	6	MFL1170 Elementary French I MFL1270 Intermediate French
<b>Spanish Language</b>	3, 4, or 5	6	MFL1370 Elementary Spanish I MFL1470 Elementary Spanish II

## **College Level Examination Program (CLEP)**

The purpose of the CLEP Tests is to provide an opportunity for students and prospective students to earn college credit through the College level Examination Program. More information on CLEP may be obtained by calling (609) 771-7865 or at [www.CollegeBoard.com/clep](http://www.CollegeBoard.com/clep).

General Policies and Process:

- 1) Applicant must be a high school graduate or equivalent.
- 2) A maximum of 30 semester hours of credit may be applied toward a degree.
- 3) Scores must be submitted directly to MAC from the College Board.
- 4) A minimum score of 50 is required for credit to be granted.
- 5) The grade will be designated as 'CR' for credit and the number of credit hours awarded will be designated on the student's permanent record as accepted from the CLEP Exam.
- 6) There is no assurance that credit awarded for CLEP by MAC will be accepted by another institution of higher learning in transfer.
- 7) Table 2 lists the CLEP exams that MAC accepts.

**Table 2: CLEP Exams Accepted at MAC**

<b>CLEP Examinations</b>	<b>MAC Equivalent</b>	<b>Semester Hours</b>
College Algebra	College Algebra	3.0
College Composition*	English Composition I	3.0
<b>*MAC does not accept College Composition <u>Modular</u> there is a difference in the essay portion.</b>		
History of the United States I	American History I	3.0
History of the United States II	American History II	3.0
Humanities:		
Fine Arts	Introduction to Humanities	3.0
Literature	Intro to Literature- Prose and Poetry	3.0
Introductory Psychology	General Psychology I	3.0
Introductory Sociology	General Sociology	3.0
Biology	Intro to Biological Sciences	3.0
Chemistry	General Chemistry Lecture	3.0
Principles of Macroeconomics I	Principles of Macroeconomics	3.0

## **Institutional Challenge Examinations or Departmental Examinations**

Departmental examinations are equivalent to the comprehensive final exam of the course. Exams may be written, oral, demonstration or a combination of all three. Exams are evaluated by the appropriate dean, faculty member or designated subject matter expert.

Process:

- 1) Student contacts department chair to schedule an exam.
- 2) Student pays exam fees to the Business Office.
- 3) If credit is awarded, student pays posting fees to the Business Office.
- 4) Registrar transcripts credit.

## Industry Credentials

Students must supply documentation of any current, valid industry certifications awarded within the last 5 years to the Registrar's Office. Evidence of evaluation may also be required (e.g., exam scores). Credit may only be awarded for current, valid industry credentials pending approval from the appropriate dean.

Process:

- 1) Student requests review of credentials by department chair.
- 2) Student pays review fee to the Business Office.
- 3) Student presents credentials to the department chair.
- 4) If credit is awarded, student pays posting fees to the Business Office.
- 5) Registrar transcripts credit.

## Apprenticeship Training

Currently up to 37 hours of credit can be awarded through completion of different Department of Labor and Bureau of Apprenticeship and Training programs. The programs must consist of at least the equivalent of 37 credit hours total. These 37 credit hours can be a combination of classroom and on-the-job training. One credit hour may be awarded for classroom instruction that consists of a minimum of 750 minutes of instruction. One credit hour may also be awarded for on-the job or laboratory training at a rate of one credit hour for a minimum of 1500 minutes of training. See Skilled Trades in the Mineral Area College Course Catalog.

Process:

- 1) Student contacts the coordinator of dual credit to request a degree audit.
- 2) Student pays the review fee to the Business Office.
- 3) Student provides Journeyman's License to the dean of career and technical education for review and approval.
- 4) After approval, the department chair reviews the credit award and sends a copy of the degree audit to the registrar.
- 5) If credit is awarded, student pays posting fees to the Business Office.
- 6) The registrar transcripts credit.

## Portfolio Evaluation

Students may request credit for a course that does not have an established method for granting Credit for Prior Learning. Students should check with the department chair to determine if portfolios are accepted. There is a \$25 posting fee for each credit awarded.

# Methods Accepted by Department

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## **Agribusiness**

Currently, no methods of awarding credit for prior learning are used by this department.

## **Allied Health—Nursing**

Currently, state licensure meets some prerequisite requirements in this department. No credit hours are awarded for state licensure.

## **Allied Health – EMS Program**

Currently, state licensure meets some prerequisite requirements in this department. No credit hours are awarded for state licensure.

## **Allied Health – Radiology**

Currently, no methods of awarding credit for prior learning are used by this department.

## **Art**

Currently, no methods of awarding credit for prior learning are used by this department.

## **Business Administration**

Currently, no methods of awarding credit for prior learning are used by this department.

## **Business Education/ Computer Networking**

### **Departmental Exams or Institutional Challenge Examinations**

Courses for which exams are available:

- OST1000 – Keyboard I
- OST1020 – Keyboarding II
- OST1100 – Filing Systems
- OST 1500 – Applied Acct I
- OST2000 – Transcription

## **Business Education/ Computer Networking (Continued)**

Process: Students must arrange with the instructor to complete the exam within the first week of class. The instructor will complete the test out form and submit it to the Dean's office.

The fee for administering each exam is equivalent to one credit hour of in-district tuition at Mineral Area College. An additional fee may apply to cover exam costs. See the department chair for details. If credit is awarded, a posting fee will be required for each credit posted onto the transcript.

### **Industry Credentials**

Students with three years of recent, verifiable and related work experience may request credit for the OST2400 – Business Internship course. The student must present a resume showing work experience to be verified.

If credit is awarded, a posting fee will be required for each credit posted onto the transcript.

**Other Industry Certifications/Credentials are not accepted.**

## **Child Development**

### **Portfolio Evaluation**

Students may submit a portfolio along with transcripts to the department chair. The department chair reviews the portfolio and determines if it is equivalent to CDA Prep – 1060, a 3 credit-hour course. If awarded, the department chair notifies the registrar, who will post the credit once the posting fee is paid in full.

## **Computer Science**

Currently, no methods of awarding credit for prior learning are used by this department.

## Criminal Justice

### Industry Credentials

The department has specific forms and documentation for awarding credit for prior training. Please contact the department for more details. See processes below for general steps.

**Table 3: Industry Credentials Accepted by the Criminal Justice Department**

Certification/Credential	Credit Hours Awarded	MAC Course Equivalent
Missouri POST Certification	Up to 31 Credit Hours	Police Science I, II, III & IV
Missouri Department of Corrections	19 Credit Hours	CRJ Classes Correction Classes
Certified Court Administrator	8 Credit Hours	CRJ Court Classes

Process:

- 1) All persons interested in requesting credit for prior learning must be admitted to Mineral Area College.
- 2) Once admission has been granted, two forms are required. See appropriate degree or certificate below for details:

***Associate of Applied Science: Criminal Justice  
(Judicial Administration Emphasis)***

Form #1: Notice of Application for Articulated Credit under the M.A.C.A. Credit Program – must be completed and submitted to the Criminal Justice Department of Mineral Area College.

Form #2: Official Transcript and/or Training Record – must be submitted by the institution(s) where the applicant has completed designated continuing judicial education credit sponsored or authorized under M.A.C.A. The applicant must contact the training institution to request the transcript.

***600 Hour Basic Law Enforcement Academy***

Form #1: Notice of Application for Articulated Credit under the 600 Hour Basic Law Enforcement Academy Credit Program – Must be completed and submitted to the Criminal Justice Coordinator of Mineral Area College

Form #2: Student Request for Official Transcript and/or Training Record – Must be submitted by the applicant to each basic law enforcement academy attended by the applicant.

- 3) Training records are reviewed and the Eligibility for Credit form is completed by the Criminal Justice Department and sent back to the applicant. Due to existing articulated agreements, there is **no charge for review of credentials**.
- 4) Once eligibility for credit has been established, the department generates a student bill for the \$25 per credit hour posting fee.
- 5) Once the posting fee is remitted in full, the registrar will post awarded credits to the transcript.

## Education

Currently, no methods of awarding credit for prior learning are used by this department.

## English

Currently, no methods of awarding credit for prior learning are used by this department.

## History and Political Science

Currently, no methods of awarding credit for prior learning are used by this department.

## Mass Communication

Currently, no methods of awarding credit for prior learning are used by this department.

## Math

Currently, no methods of awarding credit for prior learning are used by this department.

## Modern Foreign Language

Currently, no methods of awarding credit for prior learning are used by this department.

## Music

### Departmental Exams or Institutional Challenge Examinations

Process:

- 1) Incoming music majors may request a “skills playing” test for all levels of skills that need to be reached at the completion of MSC 1221 Class Piano I and MSC 1222 Class Piano II
- 2) The class piano instructor will administer the exam for proficiency in playing the piano.

The cost of the test is equivalent to one credit hour of in-district tuition at Mineral Area College, plus any additional applicable fees. A posting fee equivalent to \$25 per credit hour awarded will be charged to post the credit.

## Physical Education

### Military Training

Physical Education credit may be awarded for military training.

Process: Students may submit a DD-214 or an official military transcript from JST to the Registrar’s Office. The **posting fee is waived** for military credit.

## Science

Currently, no methods of awarding credit for prior learning are used by this department.

## Social Science

Currently, no methods of awarding credit for prior learning are used by this department.

## Technology

### Departmental Exams or Institutional Challenge Examinations

Courses for which exams are available:

MAC Course Equivalent	Exam Pass Rate	Credit Hours
TEC2030 – Basic Fluid Power	80%	3 Hours
TEC1730 – Problem Analysis	85%	1 Hour

Process:

1. Students must arrange an institutional exam with the instructor.
2. The instructor will administer written exam and/or hands-on performance exam.

The cost of the test is equivalent to one credit hour of in-district tuition at Mineral Area College, plus any additional applicable fees. A posting fee equivalent to \$25 per credit hour awarded will be charged to post the credit.

### Portfolio Evaluation

Students may submit certificates, instructor letters of recommendation and pictures of work to the technology department chair for review. The chair will submit final credit recommendation to the dean and registrar. A posting fee equivalent to \$25 per credit hour awarded will be charged to post the credit.

### Industry Credentials

Prior learning credit may be awarded for OSHA 30 Certification as follows:

Certification/Credential	Credit Hours Awarded	MAC Course Equivalent
OSHA 30 Card – General Industry	3 Credit Hours	TEC1930

Process: Students must present current, valid credentials to the instructor for review. A posting fee equivalent to \$25 per credit hour awarded will be charged to post the credit.

## Theater

Currently, no methods of awarding credit for prior learning are used by this department.