

Credit for Prior Learning

North Central Missouri College believes that learning is a lifelong process and recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. NCMC awards applicable credits earned for nontraditional prior learning. Credit is awarded for measurable college-level learning which includes knowledge, skills and competencies that students have obtained as a result of their prior learning experiences. College credit may be granted on a case-by-case basis for prior learning that can be documented and falls within NCMC's regular credit course offerings.

Application for credit for prior learning (CPL) must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for certificates and degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as an NCMC student. Missouri state law limits the number of credits that can be awarded for prior learning to a total of 30 credit hours.

Please note that there may be financial aid implications as it relates to credit for prior learning. Please visit with the Financial Aid Office for further details. Credit granted through one of the CPL options may be used to fulfill NCMC program requirements, however transferability to other institutions is at the discretion of the receiving institution.

Non-collegiate Programs

Credit may be granted for training programs that have been successfully completed at non-collegiate organizations such as government agencies, and corporations and businesses, when applicable to students' declared programs of study at NCMC and approved by the NCMC instructional department and dean. Non-collegiate courses will be evaluated in accordance with the American Council on Education (ACE) recommendations and with The National College Recommendation Service (formerly known as PONSI, the National Program of Non-collegiate Sponsored Instruction) recommendations, as well as in accordance with the college's articulation agreements with nontraditional organizations and agencies. Non-collegiate programs must be approved prior to NCMC course enrollment when students believe they have mastery of course skills and objectives. An approved application for Credit for Prior Learning and payment of fee is required to award credit. Credit for non-collegiate programs cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking CPL credit. Students must be admitted to the college prior to receiving credit. Official transcripts or certificates must be submitted to the registrar's office. Information on availability can be sought through division chairs or the appropriate academic dean. Missouri state policy requires industrial certification, used for credit for prior learning, must have been awarded within the last five years.

Military Education and Training

Credit may be granted for military education and training, based on recommendations made by the American Council on Education. Credit will be awarded in disciplines substantially similar to courses and programs offered by NCMC. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, or other military transcripts, must be submitted

to the registrar's office for evaluation. There is no fee charged to transcript credit for training in the armed services.

Portfolio Assessment

Credit for prior learning acquired through employment, self-study, volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses in their learning programs. Portfolio assessments can be attempted only once per course and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to attempting portfolio assessment. Students must complete the application process for credit for prior learning and receive prior approval for portfolio assessment by the dean and/or appropriate department. Upon approval the student must pay the required CPL fee and complete the portfolio process within thirty days. The appropriate department chair will assess the portfolio to ensure the student has met or exceeds the learning objectives of the course.

Licensures & Certifications

North Central Missouri College may award credit for some licensures and certifications, when applicable to a career and technical program at NCMC. The certification must be current, documented and approved by the department chairperson. Credit is given when the training and experience required for the certification is equivalent to learning outcomes in courses offered at North Central Missouri College.

National Examinations

The national examination programs for which the college awards credit are:

Advanced Placement (AP) Exams

Subject-matter exams sponsored by the College Board and generally administered through high schools at the culmination of advanced placement (AP) course offerings. Further information can be obtained by contacting high school guidance offices or the College Board website. The college generally awards credit for scores of 3, 4, or 5.

College-Level Examination Program (CLEP)

National credit-by-examination program providing individuals of all ages and backgrounds the opportunity to receive credit for college-level achievement acquired in a wide variety of ways. General and subject examinations are available in many different areas. Official test scores must be submitted to the office of the registrar.

DSST (formerly known as the DANTES Subject Standardized Tests)

Students participating in the DSST program have the opportunity to earn college credit for learning that has occurred outside the traditional classroom. Students may earn up to three credits for each examination based upon their scores and the American Council of Education's (ACE) score recommendations. Additional information can be obtained on the DSST website.

Excelsior College Exams

Students may complete subject-based exams developed and offered through Excelsior College and Pearson VUE. Students must receive a grade of "C" or higher for examinations to be considered for college credit at NCMC. Official transcripts must be submitted to the Registrar's Office for evaluation.

Institutional Proficiency Examinations

Institutional proficiency examinations are offered for some, but not all, NCMC credit classes. An application for credit for prior learning through an institutional exam must be approved by the appropriate dean and/or academic department. Upon approval and payment of the required CPL fee, students contact the appropriate faculty member to arrange to take the proficiency exam within 30 days.

Proficiency exams cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to taking proficiency exams. Proficiency exams must be taken within thirty calendar days after fee payment. The appropriate department chair will evaluate the exam to ensure the student has met or exceeds the learning objectives of the course.

Articulated Credit

North Central Missouri may award credit for approved programs of study taken at area high schools and technical schools. Coursework is designed for use toward a career and technical certificate or degree at NCMC. Qualified students must submit articulation certificates and official transcripts from the sending schools to the registrar's office. For more information on approved programs, please visit the Dual Credit page, under Degrees/Academics, on the NCMC website.

**Credit for Prior Learning
Fee Schedule**

<u>CPL Option</u>	<u>Fee</u>
Non-collegiate Programs Credit recommendations through: American Council on Education (ACE) National College Recommendation Service	\$10.00 /credit hour
External Challenge Examinations Advanced Placement (AP) CLEP DSST (formerly known as DANTES)	\$10.00/ credit hour
Licensures and Certifications	\$10.00/ credit hour
Institutional Proficiency Examinations	Missouri tuition rate
Internal Portfolio Assessment	Missouri tuition rate
Military Education and Training	No Fee
High School/Career Center Articulated Credit	No Fee