

**Title: Credit by Examination/Portfolio Assessment Procedure**

- Initial Action:**
  - Board Resolution:**
  - Last Revised**
    - **Policy:**
    - **Procedure:** 3/6/2024
  - Last Reviewed:** 3/6/2024
  - Effective:**
  - Next Review:** March 2027
  - Responsibility:** Academic Programs
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**PROCEDURE:**

Academic Senate and the Academic Affairs Committee will review and provide feedback on this procedure every three years or as needed.

1. This procedure is to provide an opportunity for students with the required knowledge of a subject to obtain formal credit for their level of understanding without the requirement of class attendance or other formal processes normal for the course.
2. Cecil College may, at the discretion of the division, in collaboration with the discipline, offer appropriate examination or portfolio assessment to admitted students for designated courses, which, if passed successfully, will enable them to earn credit for the course as if they had enrolled in the course, attended class, and completed the course satisfactorily in the normal manner.

**TUITION and FEES**

Students who take a special examination or complete a portfolio assessment for course credit in lieu of class attendance will be charged a special fee to cover the additional administrative expense involved. The fee structure is as follows: \$20.00 per credit hour for all students. In addition, students will be charged the applicable tuition rate, based on the student's residency. Credit by Examination and Portfolio fees are the same as the tuition rate based on the student's residency, as listed in the Credit Course Schedule with the tuition rates. Students will not be charged the Consolidated Fee, other Course Fees, or the Student Development Fee.

**BASIC GUIDELINES**

1. In departments offering credit by examination or portfolio assessment, students may receive credit under this regulation for college credit courses successfully challenged.
2. The grade of "S" will be used to indicate the student has passed the examination or portfolio assessment with a "C" or better. This grade will not be figured into a cumulative point average.
3. The maximum credit earned by national testing service examinations, divisional exams, and/or transfer from other institutions cannot exceed 45

credit hours in a program of study.

4. If the student is unsuccessful, no notation is made on their permanent academic record. The student may be allowed to take the examination or request a portfolio assessment again but is counseled and advised to register and take the course in the usual manner. A separate record of the unsuccessful attempt for internal control purposes only, is kept by the division involved and the campus Registrar.

#### RECORDING GRADES EARNED

1. Permanent Academic Records  
Any successful attempt will be entered on the student's permanent academic record and will bear a notation, "credit by examination."
2. Transcripts  
A successful attempt will be noted as an 'S' on the transcript.

#### ELIGIBILITY AND TIMING

Only those students who have been admitted to the college are permitted to request examination test scores or portfolio assessment for credit as a substitute for earning credit for a course by normal attendance and participation in class. Examinations or portfolio assessments can be given at any time during the school year; the date of the examinations or portfolio assessments should be established by the department chair in coordination with the faculty member administering the examination.

#### RESPONSIBILITIES

1. With the assistance of academic advisors, students will contact the appropriate department chair to determine if credit by examination or portfolio assessment is an option for a specific course.
2. The Registrar will ensure that the college catalog notes the credit by examination or portfolio assessment procedure and refers the student to appropriate reference documents for further information.
3. Department chairs are responsible for the administration of the program within their department.
4. Departments concerned should have available for the student a syllabus or a set of objectives for each course in question. The type and extent of other materials available to the student are left to the discretion of the division/discipline involved and will be determined in great part by the nature of the course being challenged. These materials should be made available by the pertinent discipline for student perusal before they make the final decision to apply for an examination for credit.
5. Each department offering credit by examination or portfolio assessment will establish prerequisites for student challenge of a course based on the nature of the course. This information should be readily available to the student in the division concerned.
6. The Registrar will maintain a record of passing grades in the student's grade history file.

#### SEQUENTIAL PROCESSING

1. After consulting the class schedules any student desiring to obtain course credit by special examination or portfolio assessment will contact the division concerned to ascertain whether an examination or portfolio assessment is being offered for the course in which the student has an interest. If the reply is favorable, the student will contact an advisor to initiate the Petition to Evaluate Prior Learning form.
2. If the Petition to Evaluate Prior Learning form is approved by the department chair and instructor, the student then takes the signed form to the Business Office, pays the required fee, and has the form certified that the fee has been paid. The cashier keeps a copy of the form for record and forwards copies to the department chair and instructor.
3. At the time and place specified, the instructor gives the examination or portfolio assessment, after which the instructor evaluates the student's performance, records the grade on the Petition to Evaluate Prior Learning form, signs the form, and forwards the form to the appropriate Academic Dean with a copy of the examination.
4. The Academic Dean signs the form and forwards it to the Vice President of Academic Programs, who then forwards the form to the Registrar.
5. The Registrar signs the form and records the grade on the student's permanent record. If the student has been unsuccessful, a copy of the form will be retained as an informal record in the student's academic file.

#### PAYMENT OF INSTRUCTOR'S FEE

Upon receiving the corrected copy of the examination or portfolio assessment, the office of Academic Programs shall notify Human Resources to pay the involved instructor the proper fee.

#### GRIEVANCE AND APPEAL

A student may appeal any grievance regarding Credit by Examination or portfolio assessment using the Student Grievance Policy.