

# Academic Affairs & Standards Committee

May 8, 2019 1 -- 4 pm  
EGF 290, TRF 662, AC 15

**Present:** Lynette Neppel, Andy Mueller, Jack Haymond, Mike Curfman, Brian Huschle, Mary Fontes, Don Fischer, Brian Suckow, Curtis Zoller, Joel Zeigler, ADawn Nelson, Kari Koenig

**Absent:** Jodi Stassen, Benjamin Hoffman

## Approval of Minutes

The April minutes were approved as recorded.

## Program Changes

| Vote     | Program  | Discussion  |
|----------|--|---|
| Approved | <p>Early Childhood &amp; Paraprofessional AS 60 cr<br/>EGF, Online<br/>E120, I120 – end date these two</p> <p>New Title -- Early Childhood Educ Transfer Pathway<br/>New major ID -- ETEA, ITEA</p> <p>MinnState approved 06-2019</p> <p>Program Learner Outcomes for all 3 Early Childhood &amp; Paraprofessional programs will be submitted for an email vote next week.</p> <p>Submitted and approved on 5-17-2019.</p> | <p>Effective Fall 2020<br/>Drop all previously required courses.<br/>Add courses to align with transfer pathway:</p> <p>CDEV 1103 Intro Early Education 3<br/>CDEV 1109 Child Growth/Develop 3<br/>ENGL 1111 Composition I 3<br/>SPCH 1101 Intro Public Speaking 3<br/>PHIL 1102 Intro to Ethics 3<br/>CDEV 1121 Behavior Guidance 3<br/>CDEV 1131 Creative Activities/Env 3<br/>CDEV 1141 Hlth Wellness Nutrition 3<br/>Goal 4: MATH 1102 or MATH 1110 3<br/>Goal 5: PSYC 1105 or PSYC 2201 3<br/>CDEV 2203 Observation/Assessment 3<br/>CDEV 2209 Family/School Relations 3<br/>CDEV 2215 Intro Language/Literacy 3<br/>Goal 3: BIOL1111,1120,2252 NSCI2203 3<br/>MN Transfer Elective 3<br/>CDEV 2235 Intro Special Education 3<br/>CDEV 2295 Internship 3<br/>ANTH 2202 Cultural Anthropology 3<br/>Goal 7: SOCI 1102 or SOCI 2220 3<br/>MNTC Transfer Elective 3</p> |
| Approved | <p>Early Childhood &amp; Paraprofessional AAS 60 cr<br/>EGF, Online</p> <p>New major ID – E116, I116</p> <p>MinnState approved 06-2019</p>   | <p>New program Effective Fall 2020</p> <p>CDEV 1103 Intro Early Education 3<br/>CDEV 1109 Child Growth/Develop 3<br/>ENGL 1111 Composition I 3<br/>SPCH 1101 Intro Public Speaking 3<br/>PHIL 1102 Intro to Ethics 3<br/>CDEV 1121 Behavior Guidance 3<br/>CDEV 1131 Creative Activities/Env 3<br/>CDEV 1141 Hlth Wellness Nutrition 3<br/>CDEV 2252 Paraprofessional Role 2<br/>HPER 1410 First Aid/CPR 1<br/>MN Transfer Elective 3<br/>CDEV 2203 Observation/Assessment 3<br/>CDEV 2209 Family/School Relations 3<br/>CDEV 2215 Intro Language/Literacy 3<br/>MN Transfer Elective 6<br/>CDEV 2235 Intro Special Education 3<br/>CDEV 2242 Infant/Toddler Program 3<br/>CDEV 2295 Internship 3<br/>Goal 5: PSYC 1105 or PSYC 2201 3<br/>Goal 7: SOCI 1102 or SOCI 2220 3</p>   |
| Approved | <p>Early Childhood &amp; Paraprofessional Certificate 18 cr<br/>EGF, Online</p> <p>New major ID – E119, I119</p> <p>MinnState approved 06-2019</p>   | <p>New program Effective Fall 2020</p> <p>CDEV 1103 Intro Early Education 3<br/>CDEV 1109 Child Growth/Develop 3<br/>SPCH 1101 Intro Public Speaking 3<br/>CDEV 1121 Behavior Guidance 3</p>  |

|          |  |   |
|----------|--|---|
|          |  | CDEV 1131 Creative Activities/Env 3<br>CDEV 1141 Hlth Wellness Nutrition 3  |
| Approved | Economics Transfer Pathway AA 60 cr<br>EGF, TRF, Online<br><br>ETEC, TTEC, ITEC<br><br>MinnState approved on 6-26-2019 | Effective Fall 2019<br>FYEC 1111 Pathways to Success 1<br>ENGL 1111 Composition I 3<br>ENGL 1112 Composition II 3<br>ECON 2201 Microeconomics 3<br>ECON 2202 Macroeconomics 3<br>MATH 1110 College Algebra 3<br>MATH 2203 Statistics 3<br>MN Transfer Course Goals 1-10 Elec 21<br>Area of Interest Electives 19  |
| Approved | History Transfer Pathway AA 60 cr<br>EGF, TRF, Online<br><br>ETHI, TTHI, ITHI<br><br>MinnState approved on 6-26-2019   | Effective Fall 2019<br>FYEC 1111 Pathways to Success 1<br>ENGL 1111 Composition I 3<br>ENGL 1112 Composition II 3<br>G5: History/Social Electives 9<br>MN Transfer Course Goals 1-10 Elec 25<br>Area of Interest Electives 19<br>G5: Electives:<br>HIST 1103 World History Pre-1500 3<br>HIST 1114 World History Post-1500 3<br>HIST 2201 US History Pre-1865 3<br>HIST 2202 US History Post-1865 3 |

#### Course Changes

| Vote     | Course  | Discussion   |
|----------|---|--|
| Tabled   | COMM 1101 Human Relations 3 cr 3/0/0          | Add MNTC Goal Areas 1 and 2 – tabled until fall                  |
| Approved | CDEV 1103 Intro Early Education 3 cr 2/1/0    | New course replacing 1107 Aug 2020                               |
| Approved | CDEV 1105 Development/Guidance 3 cr 3/0/0     | Inactivate May 2021  |
| Approved | CDEV 1107 Intro to Early Education 3 cr 2/1/0 | Inactivate May 2021  |
| Approved | CDEV 1109 Child Growth/Develop 3 cr 3/0/0     | New course replacing 1105 Aug 2020                               |
| Approved | CDEV 1121 Behavior Guidance 3 cr 3/0/0        | New course replacing 1105 Aug 2020                               |
| Approved | CDEV 1131 Creative Activities/Env 3 cr 2/1/0  | New course replacing 2229 Aug 2020                               |
| Approved | CDEV 1141 Hlth Wellness Nutrition 3 cr 3/0/0  | New course Aug 2020  |
| Approved | CDEV 2200 Integrating Play 3 cr 2/1/0         | Inactivate May 2021  |
| Approved | CDEV 2203 Observation/Assessment 3 cr 2/1/0   | New course replacing 2240 Aug 2020                               |
| Approved | CDEV 2209 Family/School Relations 3 cr 3/0/0  | New course replacing 2244 Aug 2020                               |
| Approved | CDEV 2215 Intro Language/Literacy 3 cr 3/0/0  | New course replacing 2246 Aug 2020                               |
| Approved | CDEV 2229 Imaginative Learning 3 cr 2/1/0     | Inactivate May 2021  |
| Approved | CDEV 2235 Intro Special Education 3 cr 2/1/0  | New course replacing 2238 Aug 2020                               |
| Approved | CDEV 2236 Occupational Experience 1 cr 0/0/1  | Inactivate May 2021  |
| Approved | CDEV 2238 Special Needs 3 cr 2/1/0            | Inactivate May 2021  |
| Approved | CDEV 2240 Observing & Assessing 2 cr 1/1/0    | Inactivate May 2021  |
| Approved | CDEV 2244 Parent & Professional 3 cr 3/0/0    | Inactivate May 2021  |
| Approved | CDEV 2246 Foundations of Literacy 3 cr 3/0/0  | Inactivate May 2021  |
| Approved | CDEV 2290 Internship 2 cr 0/0/2               | Inactivate May 2021  |
| Approved | CDEV 2295 Internship 3 cr 0/0/3               | New course replacing 2290 Aug 2020                               |
| Approved | ECON 2201 Microeconomics 3 cr 3/0/0           | Update learner outcomes per transfer pathway                     |
| Approved | ECON 2202 Macroeconomics 3 cr 3/0/0           | Update learner outcomes per transfer pathway                     |
| Approved | HIST 1101 West Civ Pre-1500 4 cr 4/0/0        | Update learner outcomes per transfer pathway                     |
| Approved | HIST 1102 West Civ Post-1500 4 cr 4/0/0       | Update learner outcomes per transfer pathway                     |
| Approved | HIST 2201 US History Pre-1865 3 cr 3/0/0      | Update learner outcomes per transfer pathway                     |
| Approved | HIST 2202 US History Post-1865 3 cr 3/0/0     | Update learner outcomes per transfer pathway                     |
| Approved | PHRM 1001 Fund Concepts of Pharm 1 cr 1/0/0   | Add prerequisite: MATH0080 or appropriate Math assessment score. |
| Approved | PHRM 2001 Pharmacy Prin/Prac I 4 cr 2/2/0     | Add prerequisite: MATH0080 or appropriate Math assessment score. |
| Approved | PTAS 1110 Physical Agents 4 cr 2/2/0          | Update learner outcomes  |
| Approved | RADT 1114 Radiographic Proc I 4 cr 2/2/0      | Add prerequisite: ENGL 1112                                      |

|          |                                  |            |  |
|----------|----------------------------------|------------|--|
| Approved | RADT 1119 Clinical Radiography I | 5 cr 0/5/0 | Add prerequisite: ENGL 1112<br>update course description |
| Approved | RADT 1122 Radiographic Physics   | 3 cr 3/0/0 | Add prerequisite: ENGL 1112                              |

### **Program Specific Requirements (Standing Agenda Item)**

None

### **FYEC & Curriculum Handbook**

No updates

### **Degree Transfer Pathways**

Brian indicated 3 transfer pathways are being submitted to the committee for approval today. Brian is working on generic language for the Associate Arts transfer pathways web page.

### **CMAE Course Cut Scores**

A motion was made, seconded, and approved to accept and implement the CMAE cut scores for each course.

#### **360 eTECH CMAE Courses & Cut Scores**

#### **Next Generation ACCUPLACER Cut Scores**

| <b>Course</b>   | <b>Reading</b> | <b>Arithmetic</b> |
|---|----------------|-------------------|
| CMAE 1502 Technical Math                                | 234            | 237               |
| CMAE 1506 Intro to Computers                            | 234            | N/A               |
| CMAE 1510 Print Reading                                 | 234            | N/A               |
| CMAE 1514 Safety Awareness                              | 234            | N/A               |
| CMAE 1518 Manufacturing Processes & Production          | 234            | N/A               |
| CMAE 1522 Quality Practices                             | 234            | N/A               |
| CMAE 1526 Maintenance Awareness                         | 234            | N/A               |
| CMAE 1528 Career Success Skills                         | 234            | N/A               |
| CMAE 1560 Interpreting Symbols                          | 234            | N/A               |
| CMAE 1562 Oxyfuel Welding                               | 234            | N/A               |
| CMAE 1564 Shielded Metal Arc Welding                    | 234            | N/A               |
| CMAE 1566 Gas Metal Arc Welding/ Flux Cored Arc Welding | 234            | N/A               |
| CMAE 1568 Gas Tungsten Arc Welding                      | 234            | N/A               |
| CMAE 1570 Metallurgy                                    | 234            | N/A               |

### **3000 Policy and Procedure**

The following policies and procedures have been updated to meet MinnState Policy and Procedures standards.

After review of each policy and procedure attached below, a motion was made, seconded, and approved to accept the submitted changes on 3120, 3120P, 3150, 3150.1P, 3150.2P, 3150.3P, 3210, 3430.

### **Chair Election**

A motion was made, seconded, and approved to nominate Lynette Neppel as chair for the next two years.

### **2019-20 Meeting Schedule**

| <b>Day</b> | <b>Date</b>  | <b>Time</b>  | <b>Location</b> |
|------------|--------------|--------------|-----------------|
| Wednesday  | September 11 | 9 am – 12 pm | 290, 662, AC16  |
| Tuesday    | October 8    | 9 am – 12 pm | 290, 662, AC16  |
| Tuesday    | November 12  | 1 – 4 pm     | 290, 662, AC16  |
| Wednesday  | December 11  | 1 – 4 pm     | 290, 662, AC16  |
| Tuesday    | January 21   | 1 – 4 pm     | 290, 662, AC16  |
| Wednesday  | February 19  | 9 am – 12 pm | 290, 662, AC16  |
| Tuesday    | March 31     | 9 am – 12 pm | 290, 662, AC16  |
| Wednesday  | April 22     | 1 – 4 pm     | 290, 662, AC16  |
| Tuesday    | May 5        | 1 – 4 pm     | 290, 662, AC16  |

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3120 TRANSFER OF CREDIT

Transfer of credit to other colleges varies and is determined by the college to which the student is transferring.

Northland Community and Technical College (NCTC) follows Minnesota State policy 3.21, procedure 3.21.1, and operating instructions 3.21.1.1, 3.21.1.2, and 3.21.1.3 in the transfer of credit. Students transferring credit from another college or university to Northland Community and Technical College (NCTC) must request an official transcript of their grades be sent to the admissions office for evaluation. NCTC is able to access a student's transcript from other Minnesota State Colleges and Universities through eTranscript, provided the student does not have any outstanding financial obligations to that college or university.

Once a student has been admitted to NCTC, NCTC evaluates college-level course credits completed, as submitted by the student on an official transcript, and determines if they shall be accepted in transfer, and records them into the degree audit reporting system. Once the credits are accepted in transfer, NCTC determines how the course credits will apply to program and graduation requirements. NCTC accepts Minnesota Transfer Curriculum (MnTC) courses, goal areas, or the entire completed curriculum as determined and documented by the sending college or university transcript and/or MnTC Audit.

NCTC also considers financial aid implications regarding how the credits are applied to the program. Applying additional credits that do not count toward the student's program requirements could negatively impact the student's financial aid eligibility.

Transfer of credit involves at least three considerations:

1. Educational quality of the learning experience which the student transfers;
2. Comparability of the course's content and stated learning outcomes, and if applicable, MnTC goals and competencies; and
3. Appropriateness and applicability of the learning experience to the programs selected by the student at NCTC.

Evaluation considerations of credit transfer are identified in Transfer of Credit Procedure 3120P, in addition to specific information regarding credit transfer from nationally or regionally accredited colleges or universities, non-regionally accredited institutions, and acceptable passing grades in transfer.

Transfer credits from regionally accredited colleges or universities recognized by the Council on Higher Education Accreditation ([www.chea.org](http://www.chea.org)) will be accepted to the college. NCTC will accept passing grades in transfer. Passing grades are identified as A, B, C, D, S, and P. Transfer courses with grades of A-D will be included in the GPA calculation for the Minnesota Transfer Curriculum (MnTC). These credits may or may not apply to specific program requirements.

Transfer credits from non-regionally accredited institutions may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements. Transfer credits from a college or university outside of the United States may be accepted upon student request.

For acceptance of military credits, see NCTC policy 3150 & and procedure 3150.3P.

Students may appeal any decision regarding their transfer of credits. See Transfer of Credit Procedure 3120P, Appeals section for details.

**Related Documents:** Minnesota State Policy 3.21, *Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum*; Procedure 3.21.1, *Transfer of Undergraduate Courses, Credit, Associate Degrees and Minnesota Transfer Curriculum*; Operating Instruction 3.21.1.1 *Minnesota Transfer Curriculum Instructions*, Operating Instruction 3.21.1.2 *Course Equivalency Rationale and Operating Instructions*, Operating Instruction 3.21.1.3 *Transfer Pathways*, Policy 3.39, *Transfer Rights and Responsibilities*; *Joint Statement on the Transfer and Award of Credit* (<http://www.acenet.edu>).

*Date of Implementation:*

*Date of Adoption:* 06/02/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
02/12/08 AASC Reviewed  
05/07/08 AASC Reviewed Changes  
12/16/08 Reviewed  
04/07/10 Revised  
05/05/10 Reviewed AASC 1st Read  
06/28/10 Cabinet Approved, Rev. 08/26/10 Ref. policy 3150&3150P  
03/01/11 Reviewed  
04/17/12 Revised  
03/04/13 Reviewed  
04/07/14 Reviewed  
02/03/15 Reviewed  
03/30/16 Reviewed  
03/27/17 Revised  
05/10/17 AASC Reviewed  
04/04/18 Revised  
05/09/18 AASC Reviewed  
04/30/19 Revised

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3120P TRANSFER OF CREDIT

A student must contact all colleges or universities previously attended and request official transcripts be sent to the admissions office at Northland Community and Technical College (NCTC). Transfer credits will be accepted in to NCTC from official transcripts only. NCTC is able to access student transcripts from other Minnesota State Colleges and Universities through the eTranscript system provided the student does not have financial obligations to another system ~~the other~~ college or university. Transcripts received through the eTranscript system are considered official.

NCTC will accept passing grades in transfer. Passing grades are identified as A, B, C, D, S, and P. Transfer courses with grades of A-D will be included in the GPA calculation for the Minnesota Transfer Curriculum (MnTC). These credits may or may not apply to specific program requirements.

When evaluating the transfer of courses or credit(s), NCTC considers at a minimum:

- The accreditation of the sending institution,
- Comparable curriculum offered at the receiving college or university,
- Whether the course applies to a program requirement at NCTC.

Official documents used for the evaluation of courses are course outlines. Other documents may be used to supplement the course outline. Modes of delivery cannot be a consideration in determining transfer of courses and course credit.

~~Courses to be transferred must be comparable in nature, content and level to courses offered by NCTC. In evaluating courses for transfer equivalency, the standard for review should not be less than 75 percent comparability for course content.~~ In determining course comparability or equivalency, NCTC's standard of review is 75 percent or more similarity in content as described in the course outlines, or from a course from outside the system, as described in a course outline or syllabus. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence and for such courses comparability may be higher than the 75 percent standard. Courses from the sending college or university that are different up to and including one credit ~~difference~~ are equivalent when the 75 percent standard is met. The number of credits transferred ~~shall must be~~ the same as the number of credits earned at the sending college or university for that course, taking into account any conversion of quarter and semester credit. For courses in a sequence, students need sufficient preparation to succeed in the next course in the sequence and for such courses comparability may be higher than the 75 percent standard.

Once the transcripts are received by NCTC, the credits ~~from regionally accredited colleges~~ are will be: 1) entered into Degree Audit Reporting System (DARS), 2) reviewed by a transfer specialist for equivalency, and 3) uploaded from DARS into the ISRS system. NCTC follows Minnesota State Operating Instruction 3.21.1.2 when evaluating courses for transfer. Transfer decisions cannot be made solely on the source of accreditation of a sending program, college, or university.

Transfer credits from regionally accredited colleges or universities recognized by the Council on Higher Education Accreditation ([www.chea.org](http://www.chea.org)) will be accepted to the college. NCTC is required to accept any credits defined within formal articulation agreements it has with a sending college or university. NCTC is only required to accept transfer credits according to articulation agreements it has approved.

NCTC shall accept in transfer as electives up to 16 semester credits of occupational/technical/professional courses which are not comparable nor equivalent to specific courses taught at NCTC. NCTC may accept and apply more than 16 credits of occupational/technical/professional credits if they contribute to the academic requirement of an educationally coherent program. The number of credits accepted and applied may be reduced by college or university residency requirements or accreditation

requirements.

Developmental courses shall not be granted college-level credit and they shall not apply to a certificate, diploma, or degree program completion requirements. However, a developmental course appearing on a student's transcript shall be evaluated to determine the student's readiness for college-level coursework and to assist in the placement of students in the corresponding developmental-level or college-level course at NCTC.

~~Credits from nonregionally accredited colleges or universities may be accepted. A student may be required to provide documentation prior to credits being accepted or other decisions being made on transfer issues.~~ Credits from non-regionally accredited institutions may be accepted to the college upon student request. Submission, by the student, of appropriate documents may be required, such as syllabi, instructor credentials, formal mentoring from accredited college faculty, etc. These credits may or may not apply to specific program requirements.

Some credits may be accepted only as they pertain to the student's program of choice at NCTC. Courses or credits that apply to general electives, general education, or the MnTC shall be accepted in transfer regardless of the date earned, unless there is a conflict with specific program, graduation, or accreditation requirements. Some programs requiring science, math, and/or technology courses limit the number of years a course will be accepted for credit. Refer to specific program information, program advisors or NCTC transfer specialists to determine if a time limit is in place.

Accepting credits from colleges or universities outside of the United States will be based on an evaluation of the credits by an international evaluating agency that is a member of the National Association of Credential Evaluation Services (NACES), such as World Education Services (WES) or Education Credential Evaluators, Inc. (ECE). It is the student's responsibility to have the evaluation completed and submitted to NCTC. Credits may be accepted as they pertain to the student's program of choice at NCTC.

## **APPEALS**

### **College level**

A student may appeal decisions regarding the transfer of credit to NCTC. ~~policy or procedure~~ Appeals may include, but are not limited to appeals that encompass include direct transfer of courses, course substitutions, or credit for prior learning. The student must complete the Student Appeal Form, attaching any supporting documentation, and then submitting the form to the campus registrar. The Academic Appeal Committee will notify the student of the outcome in writing and provide rationale for the NCTC transfer appeal decision.

The student may appeal the Academic Appeal Committee's decision to the Chief Academic Officer within ten business days of the committee's decision.

### **System Level**

A student who is not satisfied with NCTC's transfer appeal decision may appeal the college decision to the Senior Vice Chancellor for Academic and Student Affairs at the system level. Refer to system procedure 3.21.1 for specific system level appeal information.

**Related Documents:** Minnesota State Policy 3.21, *Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum*; Procedure 3.21.1, *Transfer of Undergraduate Courses, Credit, Associate Degrees and Minnesota Transfer Curriculum*; Operating Instruction 3.21.1.1 *Minnesota Transfer Curriculum Instructions*, Operating Instruction 3.21.1.2 *Course Equivalency Rationale and Operating Instructions*, Operating Instruction 3.21.1.3 *Transfer Pathways*, Policy 3.39, *Transfer Rights and Responsibilities*; *Joint Statement on the Transfer and Award of Credit* (<http://www.acenet.edu>).

*Date of Implementation:*

*Date of Adoption:* AASC Reviewed 5/7/08

*Date & Subject of Revisions:*

*12/16/08 Reviewed*

*04/11/10 Revised*

*05/05/10 Reviewed AASC 1st Read*

*06/28/10 Cabinet Approved*

*12/02/10 Made change to title of form; Student Appeal/Petition to Student Appeal*

*03/01/11 Revised*

*03/05/12 Reviewed*

*03/04/13 Reviewed*

*04/07/14 Revised*

*05/22/14 Cabinet Approval*

*02/03/15 Reviewed*

*03/30/16 Revised*

*04/04/17 Revised*

*04/04/18 Reviewed*

*04/30/19 Reviewed*

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3150 CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) refers to credit granted by the College for learning gained through learning experiences outside college or university-bearing courses and assessed by academically sound and rigorous methods and processes. ~~previously gained knowledge and skills that are equivalent to coursework at the College.~~ Such credit may be granted through various means: direct transfer of courses of equivalent nature (see Transfer of Credit Policy 3120 and Procedure 3120P); CPL external assessments NCTC Procedure 3150.1P), CPL internal college assessments (NCTC Procedure 3150.2P); and/or military courses and occupations (NCTC Procedure 3150.3P). ~~by examination; for a veteran's military training or service; through evaluation of credit for experiential learning (portfolio review and/or competence demonstration); or through formal Tech Prep agreements with high schools.~~ Such credit granted will appear on the transcript and is not considered resident credit. There is no limit on the number of courses of which a student may earn credit for prior learning, except that the student must meet the College residency requirements. Credits earned through credit for prior learning may not transfer to other institutions.

The college's student services and academic personnel will assess applications for credit for prior learning at the student's request. It is the student's responsibility to provide documentation to support his or her request. Students may appeal any decision regarding credits awarded for prior learning through the Transfer of Credit Procedure 3120P – Appeals process.

#### *Date of Implementation:*

*Date of Adoption:* 06/02/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
04/23/09 Revised - ASA subgroup  
05/05/09 Reviewed by AASC  
06/10/09 Approved by Cabinet  
04/07/10 Revised  
05/05/10 Reviewed AASC 1st Read  
06/28/10 Cabinet Approval  
05/05/11 Group Review – minor modifications  
04/18/12 Revised  
03/04/13 Reviewed  
04/07/14 Reviewed  
02/20/15 Reviewed  
02/23/16 Reviewed  
03/17/17 Reviewed  
04/04/18 Reviewed  
04/30/19 Revised

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 3150.1P CREDIT FOR PRIOR LEARNING – EXTERNAL ASSESSMENTS

The procedure defines the requirements for evaluating and granting credit to a student admitted to Northland Community & Technical College (NCTC) for successful college-level learning gained through external assessments.

Methods of assessing credit for prior learning – external assessments include:

#### CREDIT BY EXAMINATION

- Nationally recognized examinations mandated by Minnesota Statute and Board of Trustee policy
  1. CLEP (College Level Examination Program) **SEE Part A**
  2. AP (Advanced Placement) **SEE Part B**
  3. IB (International Baccalaureate) **SEE Part C**
- Other nationally recognized examinations;
  1. NOCTI (National Occupational Competency Testing Institute) **SEE Part D**
  2. Thomas Edison College Examination Program (TECEP)
  3. New York University Foreign Language Proficiency (NYUFLP)
  4. Excelsior examinations **SEE Part E**
- ACE endorsed examinations;
  1. Straighterline **SEE Part F**

#### PART A: CLEP

CLEP stands for College Level Examination Program which is offered by the College Board. It offers students the opportunity to obtain recognition for college-level achievement in five general areas as well as numerous subject areas. The General Examinations measure material usually covered in the first two years of college and often referred to as general education requirements. The Subject Examinations measure achievement in specific college courses and are used to grant exemption from and credit for these courses.

A CLEP Subject Examination may not be taken to establish credit for a course in which a student has already earned credit in a higher level sequential course. A Subject Examination may not be used to establish credit in a subject which the student has previously failed.

Subject Examinations, minimum scores, credits, and NCTC course equivalent:

|  |     |     |                     |
|--|-----|-----|---------------------|
| Accounting (Prin)                              | 50  | 4   | BUSN 2221           |
| Algebra (College)                              | 50  | 3   | MATH 1110           |
| American Government                            | 50  | 3   | PLSC 1102           |
| American Literature                            | 50  | 6   | ENGL 2241 & 2242    |
| Analyzing & Interpreting Lit                   | 50  | 6   | Goal Area VI        |
| Biology  | 50  | 6   | BIOL 1111           |
| Business Law                                   | 50  | 3   | No Equivalent       |
| Calculus w/Elem Functions                      | 50  | 6   | MATH 2231           |
| Chemistry (General)                            | 50  | 6   | CHEM 1121           |
| College Composition                            | 50  | 6   | ENGL1111 & ENGL1112 |
| College Composition Modular<br>(without essay) | 50  | 3   | ENGL1111            |
| College Composition Modular<br>(with essay)    | n/a | n/a | No Equivalent       |
| College Mathematics                            | 50  | 3   | MATH 1102           |
| Educational Psychology                         | 50  | 3   | No Equivalent       |

|                           |    |    |    |                  |
|---------------------------|----|----|----|------------------|
| English Literature        | 50 | 6  |    | ENGL 2251 & 2252 |
| French I & II (Beg)       | 50 | 6  |    | Goal Area VIII   |
| French I & II (Interm)    |    | 59 | 12 | Goal Area VIII   |
| German I & II (Beg)       | 50 | 6  |    | Goal Area VIII   |
| German I & II (Interm)    |    | 60 | 12 | Goal Area VIII   |
| History of the U.S. I     | 50 | 3  |    | HIST 2201        |
| History of the U.S. II    | 50 | 3  |    | HIST 2202        |
| Human Growth & Develop    | 50 | 3  |    | PSYC 2201        |
| Humanities                | 50 | 3  |    | HUMN1101         |
| Info. Syst. & Comp Apps   | 50 | 3  |    | No Equivalent    |
| Macroeconomics            | 50 | 3  |    | ECON 2202        |
| Management (Prin)         | 50 | 3  |    | BUSN 2210        |
| Marketing (Prin)          | 50 | 3  |    | MKTG 2200        |
| Microeconomics            | 50 | 3  |    | ECON 2201        |
| Natural Science           | 50 | 3  |    | Goal Area III    |
| Pre-Calculus              | 50 | 3  |    | MATH 1113        |
| Psychology (Intro)        | 50 | 3  |    | PSYC 1105        |
| Social Sciences & History | 50 | 3  |    | Goal Area V      |
| Sociology (Intro)         | 50 | 3  |    | SOCI 1101        |
| Spanish I & II (Beg)      | 50 | 6  |    | SPAN 1101 & 1102 |
| Spanish I & II (Interm)   |    | 63 | 12 | SPAN 2101 & 2102 |
| Trigonometry              | 50 | 3  |    | MATH 1106        |
| Western Civilization I    |    | 50 | 4  | HIST 1101        |
| Western Civilization II   |    | 50 | 4  | HIST 1102        |

NOTE: Acceptable scores may vary among colleges and universities.

### **PART B: ADVANCED PLACEMENT**

Advanced Placement (AP) is a program of the College Entrance Examination Board through which secondary students complete college-level courses in high school that are designated as AP and earn college credits by demonstrating a specified level of performance on AP examinations. The AP examinations, which are scored on a 5-point scale, can be taken by any student who feels prepared by independent study or other preparation as well as by students who complete AP courses.

NCTC will grant credit for AP examinations according to the following:

1. A score of 3 is the minimum score required for credit to be awarded.
2. The same amount of credit will be granted for scores of 3, 4, and 5.
3. Credit will be given for a specific college course if a test covers substantially similar material. If the test material does not match an existing course, students will be awarded up to 4 semester elective credits.
4. Students may petition for elective credits to meet certain general education requirements for an Associate Degree.
5. There is no limit to the total number of credits a student can earn through AP courses and tests.

### **ADVANCED PLACEMENT COURSES, EQUIVALENCIES & CREDITS**

|                   |                  |   |
|-------------------|------------------|---|
| ART HISTORY       | ARTS 2233 & 2234 | 6 |
| STUDIO DRAWING    | ARTS 1111        | 3 |
| STUDIO 2-D DESIGN | ARTS 1125        | 3 |
| STUDIO 3-D DESIGN | ARTS 1126        | 3 |
| BIOLOGY           | BIOL 1111        | 4 |

|                             |                  |   |
|-----------------------------|------------------|---|
| CALCULUS AB                 | MATH 2231        | 4 |
| CALCULUS BC                 | MATH 2231 & 2232 | 8 |
| CHEMISTRY                   | CHEM 1121        | 5 |
| COMPUTER SCIENCE A          | CPTR 1104        | 3 |
| COMPUTER SCIENCE AB         | NO EQUIVALENT    | 4 |
| MACROECONOMICS              | ECON 2202        | 3 |
| MICROECONOMICS              | ECON 2201        | 3 |
| ENGLISH LANG & COMP         | ENGL 1111        | 3 |
| ENGLISH LIT & COMPOSITION   | ENGL 1112 & 1126 | 6 |
| ENVIRONMENTAL SCIENCE       | NSCI 2203        | 4 |
| FRENCH LANGUAGE             | GOAL AREA VIII   | 4 |
| GERMAN LANGUAGE             | GOAL AREA VIII   | 4 |
| COMPARATIVE GOVT & POLITICS | PLSC 2204        | 3 |
| U.S. GOVERNMENT & POLITICS  | PLSC 1102        | 3 |
| EUROPEAN HISTORY            | HIST 1101 & 1102 | 8 |
| U.S. HISTORY                | HIST 2201 & 2202 | 6 |
| WORLD HISTORY               | NO EQUIVALENT    | 4 |
| HUMAN GEOGRAPHY             | GEOG 2242        | 3 |
| LATIN VERGIL or LITERATURE  | NO EQUIVALENT    | 4 |
| MUSIC THEORY                | NO EQUIVALENT    | 4 |
| PHYSICS 1 (algebra-based)   | PHYS 1111        | 4 |
| PHYSICS 2 (algebra-based)   | PHYS 1112        | 4 |
| PHYSICS C (MECHANICS)       | PHYS 2211        | 4 |
| PHYSICS C (ELEC & MAG)      | PHYS 2212        | 4 |
| PSYCHOLOGY                  | PSYC 1105        | 3 |
| SPANISH LANGUAGE            | SPAN 1101 & 1102 | 8 |
| SPANISH LANGUAGE            | SPAN 2201 & 2202 | 8 |
| STATISTICS                  | MATH 2203        | 4 |

**OTHER ADVANCED PLACEMENT PROGRAMS & AWARDING OF CREDIT A  
MINIMUM SCORE OF 45 OR PASS REQUIRED**

| <u><b>ACT/PEP TEST</b></u> |                |   |
|----------------------------|----------------|---|
| ABNORMAL PSYCHOLOGY        | PSYC 2215      | 3 |
| ACCOUNTING: LEVEL I        | BUSN 2221/2222 | 8 |
| ADULT NURSING              |                | 8 |

|  |                |    |
|--|----------------|----|
| ADVANCED ACCOUNTING                        |                | 3  |
| ANATOMY & PHYSIOLOGY                       | BIOL 2252/2254 | 6  |
| AUDITING                                   |                | 3  |
| BUSINESS POLICY                            |                | 6  |
| COMMONALITIES IN NURSING CARE: AREA A      |                | 5  |
| COMMONALITIES IN NURSING CARE: AREA B      |                | 5  |
| CORPORATION FINANCE                        |                | 3  |
| CORRECTIVE/REMEDIAL INSTRUCTION IN READING |                | 9  |
| COST ACCOUNTING & ANALYSIS                 | ACCT 2208      | 3  |
| DIFFERENCES IN NURSING CARE: AREA A        |                | 4  |
| DIFFERENCES IN NURSING CARE: AREA B        |                | 4  |
| DIFFERENCES IN NURSING CARE: AREA C        |                | 4  |
| EDUCATIONAL PSYCHOLOGY                     |                | 3  |
| FEDERAL INCOME TAXATION                    | ACCT 2200      | 3  |
| FOUND OF GERONTOLOGY                       |                | 3  |
| FUND OF NURSING                            |                | 10 |
| HEALTH RESTORATION: AREA I                 |                | 4  |
| HEALTH RESTORATION: AREA II                |                | 4  |
| HEALTH SUPPORT: AREA I                     |                | 4  |
| HEALTH SUPPORT: AREA II                    |                | 4  |
| INTERMEDIATE ACCOUNTING                    | ACCT 2204/2214 | 6  |
| INTERMEDIATE BUSINESS LAW                  |                | 3  |
| LABOR RELATIONS                            |                | 3  |
| MARKETING: LEVEL I                         | MKTG 2200      | 3  |
| MATERNAL/CHILD CARE NURSING                |                | 6  |
| MATERNITY NURSING                          |                | 3  |
| MICROBIOLOGY                               | BIOL 2221      | 3  |
| OCCUPATIONAL STRATEGIES IN NURSING         |                | 5  |
| ORGANIZATIONAL BEHAVIOR                    |                | 3  |
| PERSONNEL MANAGEMENT                       |                | 3  |
| PHYSICAL GEOLOGY                           | NSCI 1103      | 3  |
| PRINCIPLES OF MANAGEMENT                   | BUSN 2210      | 3  |
| PRODUCTION/OPERATIONS MGMNT                |                | 3  |
| PROFESSIONAL STRATEGIES, NURSING           |                | 4  |
| PSYCHIATRIC/MENTAL HEALTH IN NURSING       |                | 8  |
| READING INSTRUCTION: APPLICATION           |                | 9  |
| READING INSTRUCTION IN ELEM SCHOOL         |                | 6  |
| STATISTICS                                 | MATH 2203      | 3  |

### **PART C: INTERNATIONAL BACCALAUREATE (IB)**

The IB program is an internationally recognized program through which a secondary student completes a comprehensive curriculum of rigorous study and demonstrates performance on IB examinations. A student may present a full IB diploma or a certificate recognizing specific higher level or standard level examination scores.

Higher level IB examinations assess work for higher level courses which generally involve significant breadth and depth of learning. They represent a recommended 240 teaching hours. Standard level IB examinations assess work completed at a narrower or less rigorous level than the higher level examinations. They represent a recommended 150 teaching hours. The IB diploma covers six subjects and is awarded to students who achieve specified scores on three higher level and three standard level examinations or four higher level and two standard level examinations.

**IB Diploma:**

Students who attain an International Baccalaureate (IB) diploma shall be granted six (6) lower division course credits for scores of 4 or higher on each Higher Level IB examinations and two (2) lower division course credits for scores of 4 or higher on each Standard Level IB examination.

**Individual IB examinations:**

**Higher level examinations.** A student shall receive three (3) or more course credits for scores of 4 or higher on individual Higher Level IB examinations.

**Standard level examinations.** A student shall receive two (2) or more credits for scores of 4 or higher on individual Standard Level IB examinations.

**PART D: NOCTI (NATIONAL OCCUPATIONAL COMPETENCY TESTING INSTITUTE)**

NCTC shall grant credit to students who have met or exceeded national average scores on the National Occupational Competency Testing Institute (NOCTI) assessments for specific skill sets in specific program areas. It is the student's responsibility to provide the documentation to support their request.

**PART E: EXCELSIOR EXAMINATIONS**

| <u>Test Name</u>                                      | <u>NCTC Equivalent</u>          | <u>Credits</u> | <u>Score</u> |
|---|---------------------------------|----------------|--------------|
| Abnormal Psychology (459)                             | PSYC 2215                       | 3              | "B" or above |
| American Dream (460)                                  | No Equivalent, MnTC Goal Area 6 | 6              | "B" or above |
| Anatomy and Physiology (506)                          | No Equivalent, Elective Credit  | 6              | "B" or above |
| Bioethics: Philosophical Issues (413)                 | PHIL 2210                       | 3              | "B" or above |
| Cultural Diversity (545)                              | No Equivalent, MnTC Goal Area 5 | 3              | "B" or above |
| Earth Science (415)                                   | No Equivalent, Elective Credit  | 3              | "B" or above |
| English Composition (434)                             | ENGL 1111                       | 3              | "B" or above |
| Ethics: Theory & Practice (484)                       | PHIL 1102                       | 3              | "B" or above |
| Foundations of Gerontology (407)                      | No Equivalent, Elective Credit  | 3              | "B" or above |
| Introduction to Philosophy (416)                      | PHIL 1101                       | 3              | "B" or above |
| Introduction to Music (414)                           | MUSC 1101                       | 3              | "B" or above |
| Juvenile Delinquency (411)                            | No Equivalent, Elective Credit  | 3              | "B" or above |
| Life Span Developmental Psychology (583)              | PSYC 2201                       | 3              | "B" or above |
| Microbiology (558)                                    | No Equivalent, Elective Credit  | 3              | "B" or above |
| Organizational Behavior (435)                         | No Equivalent, Elective Credit  | 3              | "B" or above |
| Pathophysiology (584)                                 | No Equivalent, Elective Credit  | 3              | "B" or above |
| Psychology of Adulthood & Aging (485)                 | No Equivalent, Elective Credit  | 3              | "B" or above |
| Religions of the World (509)                          | PHIL 1111                       | 3              | "B" or above |
| Research Methods in Psychology (436)                  | No Equivalent, Elective Credit  | 3              | "B" or above |
| Social Psychology (412)                               | No Equivalent, Elective Credit  | 3              | "B" or above |
| World Conflicts Since 1900 (512)                      | No Equivalent, MnTC Goal Area 5 | 3              | "B" or above |
| World Population (487)                                | No Equivalent, Elective Credit  | 3              | "B" or above |
| Human Resource Management (486)                       | No Equivalent, Elective Credit  | 3              | "B" or above |
| Labor Relations (538)                                 | No Equivalent, Elective Credit  | 3              | "B" or above |
| Literacy Instruction in the Elementary School (565)   | No Equivalent, Elective Credit  | 6              | "B" or above |
| Essentials of Nursing Care (490)                      | No Equivalent                   | N/A            | N/A          |
| Essentials of Nursing Care: Health Differences (489)  | No Equivalent                   | N/A            | N/A          |
| Essentials of Nursing Care: Health Safety (488)       | No Equivalent                   | N/A            | N/A          |
| Essentials of Nursing Care: Reproductive Health (491) | No Equivalent                   | N/A            | N/A          |
| Health Differences Across the Life Span 1 (492)       | No Equivalent                   | N/A            | N/A          |
| Health Differences Across the Life Span 2 (493)       | No Equivalent                   | N/A            | N/A          |

|  |               |     |     |
|--|---------------|-----|-----|
| Health Differences Across the Life Span 3 (494)            | No Equivalent | N/A | N/A |
| Transition to the Registered Professional Nurse Role (495) | No Equivalent | N/A | N/A |

Note: Science exams taken through Excelsior do not include a lab component and therefore will not be awarded equivalency to NCTC science courses.

**PART F: STRAIGHTERLINE COURSE CREDIT** ([www.straighterline.com](http://www.straighterline.com)). Credits will only be awarded for courses completed with a “C” grade or better.

| <u>Course Number</u> | <u>Course Title</u>           | <u>NCTC Equivalent</u> | <u>Credits</u> |
|----------------------|-------------------------------|------------------------|----------------|
| BUS 105              | Business Communications       | ADMS 1116              | 3              |
| BUS 106              | Business Ethics               | PHIL 2240              | 3              |
| BUS 110              | Business Law                  | BUSN 2218              | 3              |
| BUS 101              | Introduction to Business      | BUSN 1110              | 3              |
| ECON 101             | Macroeconomics                | ECON 2202              | 3              |
| ECON 102             | Microeconomics                | ECON 2201              | 3              |
| BUS 201              | Principles of Management      | BUSN 2210              | 3              |
| ENG 101              | English Composition I         | ENGL 1111              | 3              |
| ENG 102              | English Composition II        | ENGL 1112              | 3              |
| BIO 201 & BIO 201L   | Anatomy & Physiology I & Lab  | BIOL 2252              | 4 *            |
| BIO 202 & BIO 202 L  | Anatomy & Physiology II & Lab | BIOL 2254              | 4 *            |
| MEDTERM101           | Medical Terminology           | HLTH 1106              | 3              |
| BIO 250 & BIO 250L   | Microbiology & Lab            | BIOL 2221              | 4 *            |
| POLS 101             | American Government           | PLSC 1102              | 3              |
| ANTH 101             | Cultural Anthropology         | ANTH 2202              | 3              |
| PHIL 101             | Intro to Philosophy           | PHIL 1101              | 3              |
| USHIST101            | United States History I       | HIST 2201              | 3              |
| USHIST102            | United States History II      | HIST 2202              | 3              |
| CIV 101              | Western Civilization I        | HIST 1101              | 3              |
| CIV 102              | Western Civilization II       | HIST 1102              | 3              |
| SPAN 101             | Spanish I                     | SPAN 1101              | 4              |
| SPAN 102             | Spanish II                    | SPAN 1102              | 4              |
| MAT 101              | College Algebra               | MATH 1110              | 3              |
| NUTRI101             | Introduction to Nutrition     | BIOL 2131              | 3              |
| PSY 101              | Introduction to Psychology    | PSYC 1105              | 3              |

\*must complete both lecture and lab component for credit

*Date of Implementation:*

*Date of Adoption:* 06/2/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
06/06/07 Revised  
04/23/09 Revised by SAS subgroup  
05/05/09 Reviewed by AASC  
06/10/09 Approved by Cabinet  
04/22/10 Revised  
05/05/10 Reviewed AASC 1st Read

*06/28/10 Cabinet Approved*  
*05/05/11 Group revised*  
*06/09/11 Cabinet Approval*  
*04/18/12 Revised*  
*04/15/13 Revised*  
*04/07/14 Revised*  
*05/22/14 Cabinet Approval*  
*03/17/15 Revised*  
*04/08/15 Reviewed by AASC*  
*03/23/16 Revised*  
*04/12/16 Reviewed by AASC*  
*03/17/17 Revised*  
*04/04/18 Reviewed*  
*04/30/19 Revised*

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **3150.2P CREDIT FOR PRIOR LEARNING – INTERNAL COLLEGE ASSESSMENTS**

The procedure defines the requirements for evaluating and granting credit to a student admitted to Northland Community & Technical College (NCTC) for successful college-level learning gained through internal college assessments.

Methods of assessing credit for prior learning – internal college assessments include:

#### **DIRECT TRANSFER OF COURSES** (NCTC Policy 3120 and Procedure 3120P)

#### **CREDIT BY EXAMINATION**

##### **TEST OUT—COURSE-SPECIFIC EXAMINATIONS**

A currently enrolled student in good standing may petition to challenge any college level course at NCTC. A challenge may be granted with the approval of the instructor and academic dean. The process may be initiated by the student obtaining a Credit by Examination form from the Student Services office to secure approval for such an examination. Test out options may not be available for all courses. A fee based on the lecture/lab content of the course will be assessed for the examination. The instructor will be paid for construction and administration of the examination according to the collective bargaining agreement.

If the student passes the test, it is recorded as a CR (Credit by Exam) on the student's transcript in the transfer section of the transcript. If the student fails the test, the attempt is not recorded on the student's transcript.

Credit by Examination (Test-out credits) will not be counted in the student's GPA, nor will they factor in the determination of financial aid, but they will be listed on the transcript. There will be no limit on the number of courses of which a student may test-out, except that the student must meet the College requirement for credits taken on campus. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student's record. A student may not repeat a test out (credit by exam).

#### **CREDIT FOR EXPERIENTIAL LEARNING**

Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from previous education, job training, self-study, or occupational experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency similar in nature and quality to the competency they would acquire in courses offered by the College.

Academic credit may be given for credit by examination, proficiency demonstration, and/or college-level experiential learning as documented by portfolio assessment. Students may be charged applicable fees.

#### **TECH PREP ARTICULATION**

NCTC will recognize official agreements with specific high schools for specific course work providing they meet the criteria and conditions of NCTC's "Program Articulation Agreement for Advanced Standing."

*Date of Implementation:*

*Date of Adoption:* 06/2/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
06/06/07 Revised  
04/23/09 Revised by SAS subgroup  
05/05/09 Reviewed by AASC  
06/10/09 Approved by Cabinet  
04/22/10 Revised  
05/05/10 Reviewed AASC 1st Read  
06/28/10 Cabinet Approved  
05/05/11 Group revised  
06/09/11 Cabinet Approval  
04/18/12 Revised  
04/15/13 Revised  
04/07/14 Revised  
05/22/14 Cabinet Approval  
03/17/15 Revised  
04/08/15 Reviewed by AASC  
03/23/16 Revised  
04/12/16 Reviewed by AASC  
03/17/17 Revised  
04/04/18 Reviewed  
04/30/19 Revised

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **3150.3P CREDIT FOR PRIOR LEARNING – MILITARY COURSES AND MILITARY OCCUPATIONS**

The procedure defines the requirements for evaluating and granting credit to a student admitted to Northland Community & Technical College (NCTC) for successful college-level learning gained through military courses and military occupations.

Methods of assessing credit for prior learning – military courses and military occupations include:

#### **AWARDING OF CREDIT FOR MILITARY EXPERIENCES**

Students having served in the military may request to have credit awarded for experiences gained while serving in the military, in accordance with Minnesota Statue 197.775, Sub. 2. Requests will be evaluated based on the program of study at NCTC. A copy of the veteran's DD-214 and any other transcribed records of education must be on file in the Registrar's Office.

Students will be awarded four (4) credits for their basic military training. Students enrolled in technical programs may receive credit for CRLT 2103, Job Seeking/Keeping and SSCI 1101, Human Relations. Other students will have these credits listed as general electives and they may or may not transfer to other institutions.

Additional credit may be awarded depending on the type of training/education received. When we evaluate these courses we will use the "Guide to the Evaluation of Educational Experiences in the Armed Forces" as our guide and we will award credit as recommended by the American Council on Education.

#### **CREDIT FOR EXPERIENTIAL LEARNING**

Students may earn academic credit in certain college courses applicable to their program of study if they have gained skills and knowledge from previous education, job training, self-study, or occupational experiences. In some programs, students may be permitted to start at a more advanced level if they can demonstrate college-level competency similar in nature and quality to the competency they would acquire in courses offered by the College.

Academic credit may be given for credit by examination, proficiency demonstration, and/or college-level experiential learning as documented by portfolio assessment. Students may be charged applicable fees.

#### **CREDIT BY EXAMINATION**

- Nationally recognized examinations, such as:
  - 5. DSST (DANTES Subject Standardized Test) **SEE PART A**
- ACE endorsed examinations;
- Course Specific Examinations (test out) **SEE PART B**

#### **PART A: DANTES SUBJECT STANDARDIZED TESTS (DSST)**

DANTES stands for Defense Activity for Non-Traditional Education Support. They offer military personnel an extensive series of examinations in college subjects that are comparable to final or end-of course examinations in undergraduate courses. **NCTC will award three credits for successfully passing each examination:**

#### **BUSINESS**

Business Ethics and Society

400

PHIL 2240

|                              |          |               |
|------------------------------|----------|---------------|
| Business Law II              | 52 / 44  | No Equivalent |
| Business Mathematics         | 48 / 400 | ACCT 1108     |
| Human Resource Management    | 46       | No Equivalent |
| Intro to Business            | 46 / 400 | BUSN1110      |
| Intro to Computing           | 45 / 400 | CPTR 1104     |
| Management Info Systems      | 46 / 400 | No Equivalent |
| Money & Banking              | 48       | No Equivalent |
| Organizational Behavior      | 48       | No Equivalent |
| Personal Finance             | 46 / 400 | BUSN 1115     |
| Principles of Finance        | 46       | No Equivalent |
| Prin of Financial Accounting | 49 / 47  | BUSN 2221     |
| Principles of Supervision    | 46 / 400 | MKTG 2120     |

## **HUMANITIES**

|                                 |          |           |
|---------------------------------|----------|-----------|
| Ethics in America               | 46 / 400 | PHIL 1102 |
| Introduction to World Religions | 48 / 400 | PHIL 1111 |
| Principles of Public Speaking   | 47       | SPCH 1101 |

## **MATH**

|                 |          |           |
|-----------------|----------|-----------|
| College Algebra | 47 / 400 | MATH 1110 |
| Statistics      | 48 / 400 | MATH 2203 |

## **PHYSICAL SCIENCE**

|                        |     |               |
|------------------------|-----|---------------|
| Astronomy              | 48  | NSCI 1123     |
| Environment & Humanity | 46  | NSCI 2203     |
| Here's to Your Health  | 400 | No Equivalent |
| Physical Geology       | 46  | NSCI 1103     |
| Physical Science I     | 47  | Goal Area III |

## **SOCIAL SCIENCES**

|   |     |               |
|---|-----|---------------|
| A History of the Vietnam War                    | 44  | No Equivalent |
| An Introduction to the Modern Middle East       | 47  | No Equivalent |
| Arts of the Western World                       | 48  | Goal Area VI  |
| Criminal Justice                                | 400 | CRJU2201      |
| Foundations of Education                        | 46  | No Equivalent |
| Fundamentals of Counseling                      | 45  | No Equivalent |
| General Anthropology                            | 47  | Goal Area V   |
| Human/Cultural Geography                        | 48  | GEOG 2242     |
| Introduction to Law Enforcement                 | 45  | SOCI 1106     |
| Lifespan Developmental Psychology               | 46  | PSYC 2201     |
| Rise & Fall of the Soviet Union                 | 45  | No Equivalent |
| Substance Abuse (formerly Drug & Alcohol Abuse) | 400 | HPER 2240     |
| The Civil War & Reconstruction                  | 47  | HIST 2213     |
| Western Europe Since 1945                       | 45  | No Equivalent |

## **TECHNOLOGY**

|                   |    |           |
|-------------------|----|-----------|
| Technical Writing | 46 | ENGL 2207 |
|-------------------|----|-----------|

*The scores listed above are current scores. Scores prior to the timeframe this grid was updated may also be valid. See the college transfer specialist for more information.*

## **PART B: TEST OUT—COURSE-SPECIFIC EXAMINATIONS**

A currently enrolled student in good standing may petition to challenge any college level course at NCTC. A challenge may be granted with the approval of the instructor and academic dean. The process may be initiated by the student obtaining a Credit by Examination form from the Student Services office to secure approval for such an examination. Test out options may not be available for all courses. A fee based on the lecture/lab content of the course will be assessed for the examination. The instructor will be paid for construction and administration of the examination according to the collective bargaining agreement.

If the student passes the test, it is recorded as a CR (Credit by Exam) on the student's transcript in the transfer section of the transcript. If the student fails the test, the attempt is not recorded on the student's transcript.

Credit by Examination (Test-out credits) will not be counted in the student's GPA, nor will they factor in the determination of financial aid, but they will be listed on the transcript. There will be no limit on the number of courses of which a student may test-out, except that the student must meet the College requirement for credits taken on campus. Credits earned through test out may not transfer to other institutions.

A student may not test-out of a course that appears on the student's record. A student may not repeat a test out (credit by exam).

*Date of Implementation:*

*Date of Adoption:* 06/2/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
06/06/07 Revised  
04/23/09 Revised by SAS subgroup  
05/05/09 Reviewed by AASC  
06/10/09 Approved by Cabinet  
04/22/10 Revised  
05/05/10 Reviewed AASC 1st Read  
06/28/10 Cabinet Approved  
05/05/11 Group revised  
06/09/11 Cabinet Approval  
04/18/12 Revised  
04/15/13 Revised  
04/07/14 Revised  
05/22/14 Cabinet Approval  
03/17/15 Revised  
04/08/15 Reviewed by AASC  
03/23/16 Revised  
04/12/16 Reviewed by AASC  
03/17/17 Revised  
04/04/18 Reviewed  
04/30/19 Revised

# **NORTHLAND COMMUNITY & TECHNICAL COLLEGE**

## **3210 CIRCULATION**

The Northland Community and Technical College Library strives to meet the informational needs of users by establishing circulation policies that allow fair and reasonable access to materials and services. All library patrons with an active library account (which is in good standing) may borrow library materials according to library circulation policy.

~~The bar code and 14 digit number on the back of the student ID card serves as a student's library account information. Students must present their NCTC ID card to library staff in order to borrow items from the library. Online databases may be accessed using an active library account number/password or a valid StarID. Detailed access information for distance students is addressed on the Distance Students page on the library website. NCTC students' library accounts are valid at other Minnesota State libraries, pursuant to local policies. Community residents may apply for a library card. Please contact library staff for information.~~

To borrow items from the library, patrons must present a valid picture ID to library staff. ID options are: NCTC ID card, valid state issued driver license, state issued ID card, passport or military ID. Online databases may be accessed using a StarID or a library issued account number/password. Detailed access information for distance students is presented on the Distance Students page (linked on the library website). NCTC students' library accounts are valid at other Minnesota State libraries, pursuant to their local policies. Community residents may request a library account by contacting library staff.

### **Confidentiality of Records**

Information regarding patron use of all library materials is private. No one may access the records of which items have been used by which patrons or when they have been used. Under Minnesota law, the Library and the College are responsible for safeguarding library data privacy.

Implementation of Minnesota Statute 13.40, subd.2, (1982) is the responsibility of the governing authority. Under this statute: "That portion of records maintained by a library which links a library patron's name with materials requested or borrowed by the patron or which links a patron's name with a specific subject about which the patron has requested information or materials is classified as private, pursuant to section 13.02, subd. 12, and shall not be disclosed except pursuant to a valid court order."

### **Loans/Renewals**

Loan periods and renewal eligibility are determined by the type of item and the type of borrower. Detailed loan and renewal information is available on the library website.

### **Fines and fees**

The patron is responsible for returning or renewing item(s) on or before the due date. Fines will be charged for overdue items. Detailed fine and fee information is available on the library website. Outstanding fines/fees may prevent patrons from being allowed to check out additional materials. Items not returned by the announced end of semester due date *or* within 30 days of the due date (whichever comes first) will be considered lost and a bill for replacement and processing fees will be issued; a library hold will then be placed on the student's NCTC account. If an item is returned, replacement fees will be dropped; the patron is still responsible for processing and overdue fines. Library fines/fees may be waived at the discretion of the librarian or library technicians.

### **Hours**

The library hours for each campus are posted at the library entrance and on the library homepage.

### **Interlibrary Loan**

Interlibrary loan is intended to supplement existing collections and not intended to replace collection development on the individual campuses. When local resources do not meet patron needs, patrons may initiate an Interlibrary Loan request and library staff will attempt to obtain materials from other libraries through MINITEX.

The borrowing and lending libraries will ensure compliance with federal copyright laws. Occasionally library staff may be unable to fulfill an article request because the allowable number of annual requests for a given publication has been exceeded. Costs for lost or damaged materials will be the responsibility of the NCTC library, which will pass the costs on to the patron.

Loan periods and renewal options are determined by the lending library. Special conditions mandated by a lending library will be enforced such as “No Renewals” or “In Library Use Only”.

*Date of Implementation:*

*Date of Adoption:* 6/2/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
02/09/09 Reviewed by librarians with minor changes  
03/26/10 Reviewed  
05/02/11 Revised  
05/19/11 Cabinet Approval  
03/19/12 Revised  
04/15/13 Reviewed  
04/07/14 Reviewed  
02/20/15 Reviewed  
02/23/16 Revised  
04/12/16 AASC Reviewed  
04/03/17 Reviewed by librarian  
04/04/18 Reviewed  
04/10/19 Revised

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE

### 3430 GRADE APPEAL

Students have the right to ask instructors for an explanation for any grade received. Students may formally appeal a final course grade. All grade appeals must be directed first to the instructor who assigned the disputed grade, as the faculty retains the responsibility of assigning grades. The College cannot change the grade assigned by an instructor unless presented with clear and convincing evidence that the instructor's grading procedure was biased, did not reflect sound educational practices, or was inconsistent with the common course outline and course syllabus.

### GRADE APPEAL PROCEDURE

#### Informal Appeal

1. The student has the responsibility to discuss disagreements over grades received with the instructor who assigned the grade.

#### Formal Appeal

1. If the informal process does not resolve the matter, the student may file a formal grade appeal in writing by using the Student Appeal form. This form must be submitted within 30 days of the term posting date to the campus registrar's office.
2. The registrar's office will forward the appeal to the appropriate academic dean for consideration.
3. The academic dean will discuss the issue with the student, ~~and the~~ faculty member, ~~and others~~ to gather information and attempt to resolve the issue as appropriate. ~~The academic dean, at his or her discretion, may also convene an ad hoc committee of faculty to advise him or her in the consideration of the appeal.~~
4. The academic dean will make a decision regarding the appeal and notify all relevant parties in writing of the decision within ten academic days of the receipt of the grade appeal.
5. The student may appeal the academic dean's decision within ten days by writing to the chief academic officer. It is recommended that additional supporting information be included with this appeal. This decision is final and binding.

#### *Date of Implementation:*

*Date of Adoption:* 06/02/04

*Date & Subject of Revisions:* 05/09/06 AASC Reviewed  
05/18/06 Executive Council Approval  
02/12/08 AASC Reviewed  
01/27/09 Reviewed  
03/26/10 Reviewed  
12/02/10 Made change to title of form; Student Appeal/Petition to Student Appeal  
03/29/11 Revised  
04/05/11 AASC Reviewed  
04/28/11 Cabinet Approval  
03/05/12 Reviewed  
03/19/13 Reviewed  
04/07/14 Reviewed  
03/17/15 Reviewed  
03/23/16 Revised  
04/12/16 AASC Reviewed

*03/24/17 Reviewed*

*04/13/18 Revised*

*05/09/18 AASC Reviewed*

*04/11/19 Revised*