

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: STUDENT RECORDS
Subject: Credit for Prior Learning (Alternative Credit)
Effective: May 20, 2021
Number: ES4544

I. Institutional Regulations

Des Moines Area Community College recognizes the need for awarding Credit for Prior Learning (CPL). Whether the knowledge and skills were gained via an educational institution or while enlisted in the military, this policy will assess the learning experience. CPL provides students with an avenue to receive academic credit for past experiences toward their educational and professional goals.

- i. Students may earn a maximum of 50% of a program through a Credit for Prior Learning pathway.
- ii. Credit for Prior Learning (CPL) is transcribed based upon how the credit is earned and associated processing fees.
- iii. All CPL may be used toward the completion of the student's declared associate's degree, diploma or certificate, but will not satisfy the residency requirement for graduation.
- iv. Credit cannot be used to meet the enrollment requirement for government-funded financial aid programs or to meet resident credit requirements for graduation.
- v. Credit obtained at DMACC through CPL may not transfer to another college or university.
- vi. Credit will not be granted if it duplicates credit for a course already taken, passed or failed.
- vii. CPL will be award based on the current college policy in effect at the current time of transcription.

II. Credit by Examination

There are several standardized exams that can result in credit at DMACC. Three types of exams, Advanced Placement (AP), Excelsior College Examinations (UExcel), and International Baccalaureate (IB), are not administered in DMACC's Testing Centers. Students usually take these exams in high school, after completing specific coursework, and have the scores sent to DMACC. Two types of exams, CLEP and DSST, are administered in DMACC's Testing Centers. They can also be taken elsewhere, and students can have the scores sent to DMACC. To learn what credit may be awarded, refer to the DMACC Credit for Prior Learning Crosswalk for CLEP, DSST, AP, UExcel, and IB currently accepted tests and scores. Additionally, DMACC faculty have developed several departmental challenge exams that correspond to specific classes at DMACC. The departmental challenge exams cover a wider range of subjects than the standardized exams do.

- a. Advanced Placement (AP) Examinations
 - i. Credit may be earned toward an associate's degree, diploma, or certificate by meeting minimum score requirements on approved AP Subject-Matter Exams (**Appendix A**).
 1. All test scores must be sent directly from the testing agency (College Board) to DMACC Admissions.
 2. Advanced Placement credit must not exceed a total of 30 credit hours on the student's record.
 3. The credit will be immediately recorded on the student's transcript as "T" for Testing without a grade, and, therefore, will not be calculated in the student's G.P.A.
- b. Excelsior College Examinations (UExcel)
 - i. Credit may be earned toward an associate's degree, diploma, or certificate by meeting minimum score requirements on approved UExcel Subject-Matter Exams (**Appendix A**).
 1. All UExcel scores must be sent directly from the testing agency (Excelsior College) to DMACC Admissions.
 2. The credit will be immediately recorded on the student's transcript as "T" for Testing without a grade, and, therefore, will not be calculated in the student's G.P.A.
- c. International Baccalaureate (IB)
 - i. Credit may be earned toward an associate's degree, diploma, or certificate by meeting minimum score requirements on approved Higher Level IB Examinations (**Appendix A**).
 1. All test scores must be sent directly from the testing agency (International Baccalaureate) to DMACC Admissions.
 2. The credit will be immediately recorded on the student's transcript as "T" for Testing without a grade, and, therefore, will not be calculated in the student's G.P.A.
- d. College-Level Examination Program (CLEP)
 - i. Credit may be earned toward an associate's degree, diploma, or certificate by meeting minimum score requirements on approved CLEP General or Subject-Matter Exams (**Appendix A**).
 1. All CLEP scores must be sent directly from the testing agency (College Board) to DMACC Admissions, or the exam must be conducted at a DMACC facility.
 2. For each of the general area examinations a maximum of six (6) semester credits may be awarded.

3. Any CLEP Exam may be repeated once if standards are not met, however, the student must wait three (3) months before an examinee may repeat any General or Subject Examination.
 4. The credit will be immediately recorded on the student's transcript as "T" for Testing without a grade, and, therefore, will not be calculated in the student's G.P.A.
- e. DANTES Subject Standardized Tests (DSST)
- i. Credit may be earned toward an associate's degree, diploma, or certificate by meeting minimum score requirements on approved subject-matter tests (**Appendix A**).
 1. All test scores must be sent directly from the testing agency (Prometric) to the DMACC Admissions.
 2. The credit is immediately recorded on the student's transcript by "T" for Testing without a grade, and, therefore, will not be calculated in the student's G.P.A.
- f. Challenge Examination
- i. Students may, by requesting and receiving approval of the appropriate Academic Dean/Provost challenge a DMACC course for which there is no College Level Examination Program (CLEP) or DANTES Subject Standardized Test (DSST) Exam. Credit by departmental examination is a means of being granted alternative credit by satisfactorily demonstrating subject-matter competency through an approved examination developed, administered, and evaluated by college faculty. Before seeking approval to take a departmental examination, a student should be prepared to show evidence that they have attained equivalent knowledge and skills through work experience, training, or other means.
 1. The student will be assessed a \$50 non-refundable administration fee to be paid prior to attempting the departmental exam. Charges are not rescinded, nor is payment refunded, if the student does not successfully challenge the course.
 - a. If the student challenges a course, in which they are currently enrolled beyond 100% refund date, they are not assessed the \$50 administration fee, nor is tuition refunded if they pass the exam.
 - b. If the student fails the Challenge Examination while enrolled in the equivalent course, they may remain in the course.
 2. Only officially approved exams can be used to challenge a course (**Appendix B**).
 3. A student may only challenge a course once, and may not do so if they have already received a grade in the course at DMACC.
 4. The credit for a successfully challenged course, defined as a grade of "C" or higher on the departmental examination, is recorded on the student's transcript with a grade of "T" and, therefore, will not be calculated in the student's G.P.A.
 - a. The credit processing does not occur until the end of the academic term to avoid financial aid disruptions.
 5. Students enrolled in non-credit courses that have conversion agreements with credit courses that have departmental exams may request to take the challenge exam at no additional charge. The student is subject to all other Challenge Exam regulations.
 6. Students may attempt a Challenge Examination up until the last date to withdraw of Part of Term 1 to ensure credit is awarded on the final transcript.
 - ii. Procedures
 1. The student wanting to take a Departmental Challenge Exam must review the list of approved Departmental Challenge Exams to determine if the course has an approved Challenge Exam (**Appendix B**) and to determine their own eligibility. If eligibility determined, obtain a CPL Challenge Exam Form (**Appendix B**).
 2. Students must complete Part 2 of the Challenge Exam Form and submit to the appropriate academic dean/provost for approval.
 3. The Academic Dean/Provost must determine if there is an appropriate Challenge Exam available for the student to complete the desired course. If so, and the student has not previously completed the Challenge Exam, the Dean may approve (Part 3).
 4. If approved, the Challenge Exam form must go through the Registration office (Part 4) and be assessed the \$50 non-refundable administration fee through Student Accounts (Part 5).
 5. Once paid by the student, the form must be returned to the appropriate Academic Dean/Provost (Part 6) who will identify a faculty contact to make arrangements for the exam and coordinate with the student (should additional proctoring be necessary, the student will bear the cost).
 6. The Faculty Examiner will complete Part 6 of the Challenge Exam Form. The Examiner will deliver the completed Challenge Exam form with a copy of the graded exam to the appropriate Academic Dean/Provost for signature (grading must occur within 10 days of test date).
 7. Once graded, the Academic Dean/Provost will notify the student of the outcome in writing.
 8. The completed Challenge Exam Form is forwarded to the Registrar's Office for processing.
 9. The student will be notified that the Form is complete and that they may use the credits as pre-requisites for appropriate higher-level coursework. Registration may override the prior course requirement until the earned credits have been transcribed.

- iii. Appeals Process
 1. If the student does not pass Departmental Challenge Exam, the student will be notified, in writing, by the program chair within 10 days of the test date.
 2. Once notified, the student can appeal the decision to the Vice President, Academic Affairs.
 3. The appeal must be made in writing and submitted within 10 business days of the denial.
- III. Credit by Experience
 - a. Certifications and Licensures
 - i. Students may be awarded credit for applicable earned professional certifications and licensures. Where applicable, credit shall be awarded in accordance with The American Council on Education's College Credit Recommendation Service, the ACE Guide to the Evaluation of Educational Experiences in the Armed Services, or other approved organizations.
 1. Students can determine which of their licenses and certifications may be eligible for college credit via the "DMACC Credit for Prior Learning Crosswalk" (**Appendix C**).
 2. Students that have a credential not listed on the crosswalk must follow the "Equivalent Non-Credit Experience" Procedure in order to obtain credit.
 3. Licenses and certifications must be unexpired as of the time of application.
 4. Only credit that can be applied toward the student's degree requirements will be transcribed.
 5. Certifications and Licensures credit earned through non-collegiate institutions shall be used to fulfill degree, diploma, and certificate requirements.
 6. The credit is immediately recorded on the student's transcript with a grade of "L" to indicate credit for experiential learning and, therefore, will not be calculated in the student's G.P.A.
 7. Students may submit Credit for Experience up until the last date to withdraw of Part of Term 1 to ensure credit is awarded on the final transcript.
 - ii. Procedures
 1. The student wanting academic credit for a previously earned license or certification must determine if their credentials are on the approved "DMACC Credit for Prior Learning Crosswalk" (**Appendix C**). If eligible, obtain a Credit by Experience Application (**Appendix C**).
 2. Students must complete Steps 1 and 2 of the Credit for Experience Form and select "Pre-Approved External Certification/Licensure."
 3. Student must attach appropriate documentation (e.g., photocopy) to the Credit by Experience Application and submit all documentation to the appropriate academic dean/provost to initiate the document review.
 - a. The \$50 non-refundable administrative processing fee must be turned in with the form.
 4. Once approved for review, the academic department and the Dean's/Provost's designee will review the attached documentation within 10 business days to determine if the student has met the criteria for course credit.
 5. If credit is to be awarded, the completed form must be submitted to the Registrar's Office for processing with the \$50 administrative processing fee.
 6. The student will be notified that the Form is complete and that they may use the credits as pre-requisites for appropriate higher-level coursework. Registration may override the prior course requirement until the earned credits have been transcribed.
 - iii. Appeals Process
 1. If the Certification or Licensure is not approved for Credit by Experience, the students will be notified in writing, by the program chair within 10 days of the decision.
 2. Once notified, the student can appeal the decision to the Vice President, Academic Affairs.
 3. The appeal must be made in writing and submitted within 10 business days of the denial.
 - b. Equivalent Non-Credit Experience
 - i. Students may be awarded credit for the mastery of equivalent competencies through work experiences and non-credit training or coursework. The American Council of Education (ACE), the National College Credit Recommendation Service (NCCRS), and the Council of Adult and Experiential Learning (CAEL) have provided guidance for the development of competency-based pathways between non-credit coursework and their credit equivalencies.
 1. Students may be awarded credit for equivalent non-credit experience by reviewing the "DMACC Credit for Prior Learning Crosswalk" (**Appendix C**).
 2. Students can request the evaluation of their equivalent work experiences or non-credit training and coursework where no credit by examination nor non-credit to credit crosswalk pathways exist by completing the "Credit by Experience Application" (**Appendix C**).
 - a. The student must demonstrate sufficient evidence that 80% of the credit course competencies can be met for full course credit. If less than 80% of the competencies are met, portions of the credit may be granted rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).

- i. Depending on academic discipline, safety, and timeliness of the assessment, the student may have the option to demonstrate learning through:
 1. Portfolio Assessment – a collection of information gathered by the student and presented in a systematic format that validates the prior learning, or
 2. Skills Simulation – a demonstration of a wide range of practical based learning outcomes including applied skills and knowledge, such as laboratory skills, interpersonal skills, or oral language skills.
 3. Only credit that can be applied toward the student's degree requirements will be transcribed.
 4. All criteria is subject to the DMACC academic department offering similar courses to the experience being evaluated.
 5. The credit is recorded on the student's transcript with a grade of "L" to indicate credit for experiential learning and, therefore, will not be calculated in the student's G.P.A.
 6. Students may submit Credit for Experience up until the last date to withdraw of Part of Term 1 to ensure credit is awarded on the final transcript.
 - ii. Procedures
 1. The student wanting academic credit for applicable work experiences and training identifies the general discipline and course for which they feel their experience is worthy of college credit. The DMACC Catalog can be found at catalog.dmacc.edu.
 - a. Students should meet with appropriate academic advisors, navigators, or program faculty for more information.
 - b. Students must be prepared to meet at least 80% of competencies for full credit. If less than 80% of the competencies are met, portions of the credit may be granted rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).
 2. Once eligibility is determined, student must obtain a Credit for Experience Application (**Appendix C**) and complete Steps 1 and 2,
 - a. Students intending to demonstrate competency through workplace experience will select "Equivalent Workplace Experience."
 - b. Students intending to demonstrate competency through non-credit training and coursework will select "Non-Credit Training to Credit Conversion."
 3. The student must also complete and attach the "Non-Credit Portfolio/Skill Simulation and Assessment Worksheet" (**Appendix C**) and include copies of all documentation referenced on the worksheet.
 4. Student must provide both the "Credit by Experience Application" **AND** the "Non-Credit Portfolio/Skill Demonstration and Assessment Worksheet" with relevant documentation to the appropriate academic dean/provost to initiate the document review.
 - a. The \$50 non-refundable administrative processing fee must be turned in with the form.
 5. Once approved for review, the academic department and the Dean's/Provost's designee will review the attached documentation within 10 business days to determine if the student has met the criteria for course credit.
 6. If credit is to be awarded, the completed forms must be submitted to Academic Records for processing with the \$50 non-refundable administrative processing fee.
 7. The student will be notified that the Form is complete and that they may use the credits as pre-requisites for appropriate higher-level coursework. Registration may override the prior course requirement until the earned credits have been transcribed.
 - iii. Appeals Process
 1. If the knowledge or skill is not approved for Credit by Experience, the student will be notified, in writing, by the program chair within 10 days of the decision.
 2. Once notified, the student can appeal the decision to the Vice President, Academic Affairs.
 3. The appeal must be made in writing and submitted within 10 business days of the denial.

IV. Military Training Credit

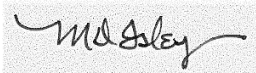
- a. Students may be awarded credit for courses taken while a member of the armed services. The American Council of Education (ACE) has evaluated many courses taken as part of military service, and DMACC uses their published recommendations as the basis for awarding credit for these courses. Treated as equivalent to a collegiate transcript, credit will be immediately transcribed as equivalent to DMACC program-specific coursework. Procedures vary on how to receive this credit, depending on the branch of service.
 - i. Army, Navy, Coast Guard, and Marines: A student will need to request their Joint Services Transcript (JST) from jst.doded.mil to be sent directly to DMACC. Any missing courses must be corrected through the student's specific armed services branch and JST.

- ii. Air Force: The student will need to order an official transcript from the Community College of the Air Force to be sent to DMACC. Credits will be evaluated from the transcript.
- iii. If military transcripts are unavailable, the student may submit their DD 214 (Certificate of Release or Discharge from Active Duty) in addition to Military Occupational Specialty (MOS) and copies of non-commissioned officer enlisted evaluations.



APPROVED: _____
Vice President, Enrollment Services & Student Success

Date: 1-8-21 _____



Vice President, Academic Affairs

Date: 1-8-21 _____

Appendix A

I. Advanced Placement Subject-Matter Exams

GUIDELINES FOR AWARDING CREDIT FOR ADVANCED PLACEMENT PROGRAM EXAMS			
ADVANCED STANDING CREDIT MAY NOT EXCEED 30 SEMESTER HOURS			
AP TEST	ACCEPTED SCORES	APPLICATION	CREDIT HRS AWARDED
Art History	3-5	ART 101	3.0
Drawing (formerly Art:Studio Drawing)	3-5	ART 133	3.0
Art: Studio General	3-5	ART 136	3.0
Biology	3-5	Core/Sciences no lab credit	3.0
Calculus AB	3-5	MAT 211	5.0
Calculus BC	3-5	MAT 217	5.0
Chemistry	3-5	Core/Sciences no lab credit	3.0
Chinese Language and Culture	3-5	Core/Humanities	3.0
Comparative Government & Politics	3-5	POL 125	3.0
Computer Science A	4-5	CIS 171	3.0
Economics: Macro	4-5	ECN 120	3.0
Economics: Micro	4-5	ECN 130	3.0
English Language & Composition	3-5	ENG 105	3.0
English Literature & Composition	3-5	Core/Humanities	3.0
Environmental Science	3-5	Core/Sciences no lab credit	3.0
European History	3-5	HIS 112	4.0
French Language & Culture	3-5	FLF 242	4.0
French Language	4-5	FLF 151	5.0
French Literature	3-5	Core/Humanities	3.0
German Language & Culture			
German Language	4-5	FLG 141	4.0
Government & Politics: U.S.	3-5	POL 111	3.0
Human Geography	3-5	GEO 111	3.0
Italian Language and Culture	3-5	Core/Humanities	3.0
Japanese Language and Culture	4-5	FLJ 141	4.0
Latin	3-5	Core/Humanities	3.0
Latin Literature	3-5	Core/Humanities	3.0
Latin: Vergil	3-5	Elective	3.0
Music and Listening	4-5	MUS 100	3.0
Music Theory	4-5	Elective	3.0
Physics 1 (algebra-based)	3-5	Core/Sciences no lab credit	4.0
Physics 2 (algebra-based)	3-5	Core/Sciences no lab credit	4.0
Physics B (exam no longer administered 3/2020)	3-5	Core/Sciences no lab credit	4.0
Physics C Mechanics	3-5	Core/Sciences no lab credit	4.0
Physics Elec & Magnetism	3-5	Core/Sciences no lab credit	4.0
Psychology	4-5	PSY 111	3.0
Spanish Language & Culture	3-5	FLS 151	5.0
Spanish Language & Culture	4-5	FLS 152	5.0
Spanish Language	4-5	FLS 151	5.0
Statistics	3-5	MAT 157	4.0

United States History	3-5	HIS 150	4.0
World History:Modern (formerly World History)	3-5	Core/Humanities	4.0

Yellow – no longer offered by AP but need to still stay on our list for older transcripts

Green – new courses reviewed by faculty and scored for transfer

Red – still need to be reviewed by faculty and scored for transfer

II. Excelsior College Subject-Matter Exams - **Needed**

III. International Baccalaureate Subject-Matter Exams - **Needed**

Appendix A Cont.

IV. College-Level Examination Program General and Subject-Matter Exams

CLEP EXAMINATIONS Subject Exams	Criteria	Course	Credit Hours
American Government	50	POL 111	3
Anal. & Interp. Literature	51	LIT 101	4
Biology, General	50	Core/Science	3 (no Lab credit)
Business Law, Introductory	50	BUS 185	3
Chemistry	50	Core/Science	3 (no Lab credit)
College French	50	FLF 151	5
	62	FLF 151/152	10
College German	50	Core/Humanities	4
	63	Core/Humanities	8
College Spanish	50	FLS 151	5
	66	FLS 151/152	10
English Literature	50	LIT 142	3
Financial Accounting	50	ACC 131	4
History of the US I: Col-1877	50	HIS 150	4
History of the US II: 1865-pres	50	HIS 153	4
Human Growth & Development	50	PSY 121	3
Humanities	50	Core/ Humanities	6
Information Systems & Computer Applications	50	CSC 110	3
Macroeconomics, Principles	50	ECN 120	3
Management, Principles	50	MGT 101	3
Marketing, Principles	50	MKT 110	3
Mathematics, College	50	Core/ Math	6
Microeconomics, Principles	50	ECN 130	3
Natural Science	50	Core/ Science	6 (no Lab credit)
Psychology, Introductory	50	PSY 111	3
Social Science & History	50	Core/ Soc Science	6
Sociology, Introductory	50	SOC 110	3
Trigonometry	54	MAT 130	3
Western Civilization I Ancient Near East To 1648	50	HIS 112	4
Western Civilization II: 1668-pres	50	HIS 113	4

Appendix A Cont.

V. DANTES Subject Standardized Tests Subject-Matter Exams - **Needed**

Appendix B
CHALLENGE TESTS

Acronym	Title	Campus	Development (D) Revision (R) Date
ADM 105 (previous BTEC 329)	Intro to Keyboarding	A C N U	(R) Aug.. '16
ADM 131 (previous BTEC 324)	Office Calculators	A B C U	(R) Jun '16
BCA 140 Previous BTEC 335)	Document Design and Production	A C	(R) May '16
BIO 156 (previous BIOL 127)	Human Biology w/lab	A B C N U W A P S	(R) Aug. '15
BUS 102 (previous BSAD 150)	Introduction to Business	A U	(R)
BUS 112 (previous BSAD 223)	Business Math	A	(R) FEB. '17
CET 102 (previous CET 315)	Fundamentals of Civil Engineering	B	(D) Aug. '02
CET 119 (previous CET 320)	Survey I (requires proof of at least one yr. experience)	B	(D) Dec. '01
CET 135 (previous CET 350)	Materials I (Requires certified in all areas of aggregate, Portland cement concrete and asphalt cement concrete)	B	(D) Dec. '01
CET 178 (previous CET 390)	Automated Design I (Requires proof of at least one yr. experience)	B	(D) Aug. '02
COM 703 (previous ENGL 410)	Communication Skills	A B C N U	(R) Nov.. '16
CRC 180	SV Speed I	N	(D) Aug. '18
CRC 182	MV Speed I	N	(D) Aug. '18
CRC 183	MV Speed I	N	(D) Aug. '18
CRC 220	SV Speed II	N	(D) Aug. '18

CRC 222	MV Speed II	N	(D) Aug. '18
CRC 223	MV Speed II	N	(D) Aug. '18
DEA 256	Dental Anatomy (AAC's copy dated 11/85)	A	(R) Nov. '91
(previous DENA 304)			
DHY 114	Dental Hygiene Anatomical	A	(R) Nov. '91
(previous DENH 230)			
DHY 161	Oral Radiography I	A	(D) Apr. '93
(previous DENH 257)			
ECE 133	Child Health, Safety & Nurtrition (To be administered by Early Childhood faculty)	A B C N U	(D) Feb. '05
(previous CHLD 215)			
ECE 170	Early Childhood Development (To be administered by Early Childhood faculty)	A B C N U	(R) AUG. '09
(previous CHLD 110)			
ECE 221	Infant/Toddler Care & Education (Student must present certificate from PITC training modules 1-4 & pass written challenge test to be administered by early childhood education chair)	A B C N U	(R) Sept. '09
(previous CHLD 216)			
ENG 105	Composition I	A B C N U W A P S	(R) Aug 15
(previous ENGL 117)			
ENG 106	Composition II	A B C N U	(R) May '97
(previous ENGL 118)			
ENG 108	Comp II/Technical Writing	A B C N U	(R) Mar. '97
(previous ENGL 119)			
FLS 152	Elementary Spanish II	A B U W	(D) Feb '08
FLS 241	Intermediate Spanish I	A B U	(D) Dec '06
HSC 120	Medical Terminology	A B C N U W A P S	(D) Mar '17
HSC 121	Medical Terminology II	A	(D) July '19
MAT 130	Trigonometry (AAC's copy dated 12/85)	A U	(R) Dec. '91
(previous MATH 123)			
MAP 129	Medical Terminology	A B	(R) Nov. '91
(previous MEDA 462)			

MAT 772	Applied Math	A	(R) Feb. 10
	(previous MATH 410)		
MAT 773	Applied Math II	A	(R) Aug. '04
	(previous MATH 411)		
MLT 180	Clinical Practicum I	A	(R) Feb '19
	(replaces MLTS 403) Administer by MLT Chair (x6296)		
PHY 106	Survey of Physical Science	A U	(R) Dec. '91
	(Marked to be deleted – awaiting paperwork – no test on file in AAC as of 9/99)		
	(previous PHYL 106)		
POL 111	American Natl Government	A B C N U	(R) Jan. '04
	(AAC's copy dated 5/87)		
	(previous PLSC 111)		
PRL 103	Introduction to Law	A B C U	(D) Jan. '92
	(previous LEGA 240)		
RCP100	Intro to Respiratory Care	A	(R) Nov. '91
	(previous RESP 300)		
SPC 101	Fund of Oral Communication	A B C N U	(R) Oct.. '07
	(previous SPCH 110)		
SRV 110	Survey Drafting	B	(D) April '07



Departmental Challenge Exam Request Form

(Available to currently admitted Degree-Seeking Students only)

- Part 1** ▶ Student – Review the approved Department Challenge Exams to ensure course eligibility
Part 2 ▶ Student – Complete Part 2 and email form to Academic Dean

Name _____ Student ID# _____
 Email address _____ Program of Study _____
 Discipline/Course No.(e.g. MAT 772) _____ Course Title _____
 Credits _____ I feel that I am qualified to take the challenge test because: _____

Yes No Have you taken this Challenge Exam before?

- I understand I must pay the \$50 administrative fee prior to sitting for a Challenge Exam.
- I understand that it is my responsibility to contact the DMACC Financial Aid Department to discuss the impact the Challenge test may have on my Financial Aid.
- Type in Student's Name as Signature _____ Date _____

- Part 3** ▶ Academic Dean – Complete part 3 and email to Registration registration@dmacc.edu and copy student

Approved – There is a valid challenge test for this course.

Denied – Reason _____

Type in Academic Dean Name as Signature _____ Date _____

- Part 4** ▶ Registration – Complete Part 4 and if approved email Student Accounts wybill@dmacc.edu and copy student
 Complete Part 4 and **IF DENIED** email Dean and copy student – **PROCESS ENDS**

Yes No Is this being used to retake a course?

If the answer to any of the above questions is **YES** – student **MAY NOT** take the challenge test for the above listed course.

Based on the answers above the request to take the Challenge Test is approved _____ or is denied _____ (check one)

Type in Registration Name as Signature _____ Date _____

- Part 5** ▶ Student Accounts Office – Complete Part 5 and email to Academic Dean and copy student

Fee Charged (\$50 admin fee) _____

Student Accounts Office _____ Date _____ Receipt No. _____

Authorized Name as Signature _____ Fee Received _____

- Part 6** ▶ Dean – Forward Testing Materials to Faculty or Testing Center and Complete Part 6 upon Completion

Administrator/Proctor Name or Location _____

This Test was graded by _____ Student passed _____ Student did not pass _____

Typed in Name as Signature of Academic Dean _____ Date _____

If student passes, Dean continues to Part 7 and notifies student; If student does not pass, Dean notifies student of results and forwards form on to Registrar@dmacc.edu

- Part 7** ▶ Academic Dean – Forward to Registrar's Office Registrar@dmacc.edu

Registrar's Office – Date completed _____

Ankeny Campus 2006 S. Ankeny Blvd. Ankeny, IA 50021-3993 515-964-6200	Boone Campus 1125 Hancock Dr. Boone, IA 50036-5399 515-432-7203	Carroll Campus 906 N. Grant Rd. Carroll, IA 51401-2525 712-792-1755	Newton Campus 600 N. 2nd Ave. W. Newton, IA 50208-3049 641-791-3622	Urban/DSM Campus 1100 7th Street Des Moines, IA 50314-2597 515-244-4226	West Campus 5959 Grand Ave. WDM, IA 50266-5302 515-633-2407
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Procedures for the Departmental Challenge Exam Request Form

All courses requested for Credit by Exam must be with the student's academic program. Students must also complete all assessment requirements and processing procedures related to admittance to the academic program.

Student Directions for Completing the Fillable Challenge Test Form

1. Use your DMACC email for all correspondence.
2. Review the DMACC Credit for Prior Learning Crosswalk or current approved Challenge Exam list to ensure course eligibility
3. Complete Part 2. Type in your information, attach and email your form to the appropriate Dean's email address provided to you. The Dean will review your information, complete Section 2, then attach and email the form to Registration and copy you.
4. Once Registration has approved you for the Challenge Test, they will send it on to Student Accounts and copy you on the form.
5. Students Accounts will assess you a \$50 Administrative fee for the exam. You will need to pay the fee before proceeding with the exam by going to MyDMACC>WebInfo>Student Accounts>Make a Payment, and then pay the Challenge Test charge.
6. Once you have paid your fee, Student Accounts will complete Part 5, email the Dean, and copy you.
7. The Dean will assign a faculty to contact you with information about taking the Challenge Test.
8. Upon completion of the Exam, you will be formally notified of the test outcome by the assigned faculty.

Notes and Information

- Students may NOT take a Challenge Exam for a previously completed DMACC course.
- Students are allowed one Challenge Exam attempt per course.
- Students attempting a Challenge Exam must earn the minimum score as determined by the department offering the exam to receive course credit. If the student scores below the minimum requirement, the student will not receive a refund, and should register for the course (or remain registered if currently enrolled).
- Results of the Challenge Exam may not be transferrable to any other institution.
- Upon successful completion of the Challenge Exam, and processing by the Registrar's Office, the credit will be posted to the student's academic record as "T" or "Tested"
- Students enrolled in non-credit courses that have conversion agreements with credit courses that also have Departmental Challenge Exams may request to take the exam at no additional cost.
- Students may appeal the credit award decision based on the following reasons only:
 - Score miscalculation
 - Inconsistency with the College's Credit for Prior Learning Policy

Students may not appeal CPL decisions based on disagreements with grade-weighting methods or scores earned on standardized exams.

Appendix C

I. DMACC Credit for Prior Learning Crosswalk – **Needed**

E.g. <https://www.ivytech.edu/files/Certcrosswalk.pdf>

<https://www.jccc.edu/student-resources/testing-centers/testing/files/pla-courses.pdf>



Credit by Experience Application

(Available to currently admitted Degree-Seeking Students only)

Part 1 ▶ Students requesting Credit for Prior Learning must:

- Review the Credit for Prior Learning policies (ES 4544) and C4PL Crosswalk to determine eligibility
- Include \$50 Administrative Fee with application and appropriate documentation
- Check the appropriate box below
- Pre-Approved External Certification/Licensure (Must Attach Documentation)
- Approved Non-Credit Training (Must Attach Documentation)
- Equivalent Workplace Experience (Must Attach Non-Credit Portfolio Worksheet and Documentation)
- Non-Credit Training to Credit Conversion (Must Attach Non-Credit Portfolio Worksheet and Documentation)

Part 2 ▶ Student completes and submits to appropriate Academic Dean

Name: _____ DMACC ID: _____

Email address: _____ Program of Study: _____

Requesting Experiential Credit for the following course(s) – (Attach additional sheets for more courses up to 18 hours):

Course Number & Course Name	Credit Hours Requested

I feel that I am qualified for this/these credits because: _____

Student Signature: _____ Date: _____

Part 3 ▶ Academic Dean Initial Approval

Approved – There is a valid method for the student to earn credit for their experiences

Denied – Reason _____

Academic Dean Signature: _____ Date: _____

Part 4 ▶ Academic Program Confirmation:

Yes No -- Are the appropriate documents present for review?

Yes No -- Based on the review, does the student meet course competencies? _____ % of Course Competencies

Based on the answers above the request to take the Challenge Test is approved or is denied (check one)

Academic Program Signature: _____ Date: _____

Part 5 ▶ Academic Dean Final Approval

Approved – This is the FINAL APPROVAL FOR CREDIT Credit Hours Awarded: _____

Denied – Reason _____

Academic Dean Signature: _____ Date: _____

Part 7 ▶ Academic Dean – Forward to Registrar's Office Registrar@dmacc.edu

Registrar's Office Signature: _____ Date: _____

Procedures for the Credit by Experience Application

All courses requested for Credit by Experience credit must be within the student's academic program. Documentation must meet at least 80% of the course competencies for full credit and include payment of a non-refundable \$50 application fee prior to attempt. If less than 80% of competencies are met, portions of credit may be rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).

Step 1: Students interested in receiving credit by experience must review the policy and determine if they are eligible for credit from an existing agreements listed on the DMACC Credit for Prior Learning Crosswalk related to their current licenses/certificates or non-credit training. If so, the student must select one of the following:

- **Approved External Licensure/Certification** - Must attach a copy of the credential (Existing Crosswalk on File)
- **Approved Non-Credit Training** - Must attach a copy of completion certificate/transcript (Existing Crosswalk on File)

Students who do not qualify due to the absence of an existing agreement on the DMACC Credit for Prior Learning Crosswalk, may still seek course credit by completing the Non-Credit Portfolio/Skill Demonstration and Assessment Worksheet where they list out the credit course competencies (from the DMACC Catalog) that their licenses/certificates, work experiences, or non-credit training has also met. The student will need to select one of the following:

- **Equivalent Workplace Experience** - Must attach completed Portfolio and Assessment Worksheet with documentation
- **Non-Credit Training to Credit Conversion** - Must attach completed Portfolio and Assessment Worksheet with Documentation

Step 2: Students must complete Steps 1 and 2 of the Credit by Experience Application and submit the form with the appropriate documentation and \$50 fee to the appropriate academic Dean to begin the credit review.

Step 3: If approved, the academic department and the Dean's designee will review the attached documentation within 10 business days to determine if the student has met the criteria for course credit.

Step 4: Should the documentation be determined sufficient for course credit, the completed form will be returned to Academic Records for processing.

Appeals Process: If the Credit by Experience Application is denied, the student will be notified in writing by the program chair. Students can appeal the decision to the Vice President, Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

Notes and Information

- Students may NOT use Credit by Experience for previously completed or failed DMACC courses.
- Students attempting to complete the Equivalent Workplace Experience Portfolio must meet a minimum of 80% of the course competencies to earn full credit as determined by the department offering the course in order to receive the credit.
 - If less than 80% of competencies are met, portions of credit may be rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).
- If the student demonstrates below the minimum requirement, the student will not receive a refund, and should register for the course.
- Results of Credit by Experience may not be transferrable to any other institutions.
- Upon successful completion of a Credit by Experience, and processing by the Registrar's Office, the credit will be posted to the student's academic record as "L."
- Students may appeal the credit award decision based on the following reasons only:
 - Score miscalculation.
 - Inconsistency with the College's Credit for Prior Learning policy.

PLEASE TYPE OR PRINT CLEARLY



NON-CREDIT PORTFOLIO/SKILL DEMONSTRATION AND ASSESSMENT WORKSHEET

Please Print:

Student's Name	<input type="text"/>	DMACC ID #	<input type="text"/>
Telephone #	<input type="text"/>		
DMACC Course	<input type="text"/>	Credit Hour Max	<input type="text"/>
		Assessment Date	<input type="text"/>

INSTRUCTIONS:

To receive full credit for a course, use the form below to explain how your experience meets 80% of the specified competencies for a course. If less than 80% of the competencies are met, portions of credit may be granted rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).

Attach as many sheets as is necessary to cover all of the competencies:

TO BE COMPLETED BY THE STUDENT			TO BE COMPLETED BY THE DEPARTMENT				
Course Competencies (Refer to Course Catalog)	Competencies Acquired Outside of DMACC	Type of Documentation/ Demonstration (Code* at Bottom)	Experience Satisfactory?		Relevant notes on the documented skill or ability?	Competency Met?	
			Yes	No		Yes	No
Total Credit Hours Awarded Based on Percentage of Competencies Met							

Committee Signatures:

Program Chair: _____

Date: _____

Academic Dean: _____

Date: _____

Registrar's Designee: _____

Date: _____

Upon completion of evaluation, forward to the Registrar's Office.

Experience Codes:

A - Awards

C - Course Content/Description (Credit or Non-credit) and Contact Hours

D - Drawings, Diagrams, Artwork, etc.

E - Work Experience, Job Description, etc. (Resume)

G - Graduation Credentials

H - High School Co-op Work Experience Training Plan

L - Licensure / Certifications

N - Narratives of Experience

O - Other

R - Employer Letters of Recommendation / Testimony

S - Skills Demonstrated (Identify Tasks and Abilities to Perform)

T - Transcripts

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- If the student demonstrates below the minimum requirement, the student will not receive a refund, and should register for the course.
- Results of Credit by Experience may not be transferrable to any other institutions.
- Upon successful completion of a Credit by Experience, and processing by the Registrar's Office, the credit will be posted to the student's academic record as "L."
- Students may appeal the credit award decision based on the following reasons only:
 - Score miscalculation.
 - Inconsistency with the College's Credit for Prior Learning policy.