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6Hx7-10.16 Acceptance of Credit for Prior Learning			June 4, 2019

Purpose

The purpose of this procedure is to define the College's policy for accepting and awarding credit for prior learning. This procedure outlining the College's processes and procedures for awarding credit for prior learning will be published in the online catalog and student handbook. The Registrar is responsible for overseeing the award of credit for prior learning in accordance with each of the following sections of this procedure.

Procedure

A. Credit Validated by Post-secondary Transcripts:

1. In accordance with Florida Statute 1007.24, the College will grant transfer credit for courses earned from institutions participating in Florida's Statewide Course Numbering System.
2. The College will grant credit to degree-seeking students for equivalent courses completed at regionally accredited educational institutions.
3. Credits earned from non-regionally accredited institutions may be granted College credit. The determination of course equivalencies and program applicability of courses completed at non-regionally accredited institutions must be made by two (2) or more appropriately credentialed faculty from the related academic discipline using pre-approved college protocols and must be approved by the appropriate Instructional Dean. Students may be required to provide transcripts, syllabi or other documented evidence to verify that the competencies and learning outcomes achieved are comparable to a Florida State College at Jacksonville course.
4. Credits earned at foreign institutions may be considered for transfer upon receipt of an official transcript which has been evaluated and translated by a member of the National Association of Credential Evaluation Services (NACES).

B. Credit Validated by ACE or National CCRS Recommendations:

1. The College may grant credit for prior education and training based on the recommendations from the American Council on Education (ACE) and the National College Credit Recommendation Service (CCRS).
2. The College may grant credit for military or workforce training based on the recommendation of the ACE Guide to the Evaluation of Educational Experiences in the

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Armed Services, the ACE National Guide to College Credit for Workforce Training and the National CCRS. The College may also grant credit for military training and experience derived from ACE recommendations as listed on the official transcripts produced by the following:

- a. Army/American Council on Education Registry Transcript System (AARTS)
 - b. Sailor-Marine American Council On Education Registry Transcript (SMART)
 - c. Joint Service Transcript (JTS)
3. The maximum number of credits that may be applied to a degree from ACE or National CCRS recommendations is limited to a maximum of seventy-five (75) percent of an Associate degree or certificate.
 4. The determination of course equivalencies and program applicability for prior learning as recommended by ACE and National CCRS must be made by two (2) or more appropriately credentialed faculty from the related academic discipline using pre-approved college protocols and must be approved by the appropriate Instructional Dean, the appropriate Associate Provost, and the Executive Director of Articulation.

C. Credit Validated by Examination:

1. Students who have been admitted to the College as a degree or certificate-seeking student may earn credits through the following examinations:
 - a. Advanced Placement (AP)
 - b. College Level Examination Program (CLEP)
 - c. International Baccalaureate (IB)
 - d. DANTES Subject Standardized Test (DSST)
 - e. Cambridge Advanced International Certificate of Education (AICE)
 - f. Excelsior College Examination (ECE)
 - g. FSCJ College Course Challenge Exams
2. The College will award credits for these approved examinations to students achieving the minimum cutoff scores as indicated by the Florida Department of Education's Articulation Coordinating Committee or as established by the faculty administering the FSCJ College Course Challenge Exams.
 - a. The maximum number of credits that may be applied to a degree from standardized examination programs is limited to a maximum of seventy-five (75) percent of an Associate degree or certificate.

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D. Credit Validated by Portfolio Development:

1. Applicants for admission to the College as a degree or certificate-seeking student may request an evaluation of non-college/non-credit experiences through the Portfolio Development process. Procedures to gain credit by Portfolio Development may require the student to enroll in a Portfolio Development course.
2. Credit will only be awarded if it is determined that the student's experiential learning is equivalent to the learning outcomes of a Florida State College at Jacksonville course. The determination of course equivalencies and program applicability for experiential learning will be made by appropriately credentialed faculty from the related academic discipline(s) and the appropriate Instructional Dean(s). Program recommendations for credit awarded through the Portfolio Development process must be approved by the appropriate Associate Provost and the Executive Director of Articulation.

E. Credit by Articulation Agreement:

1. Internal Articulation:
 - a. The College may grant degree credit for postsecondary adult vocational certificate training if the certification is included in Florida Department of Education's Career and Technical Education Statewide Articulation Agreements or in one of the College's articulation agreements.
 - b. The determination of course equivalency is made by appropriately credentialed faculty and must be recommended by the appropriate Instructional Dean for approval by the appropriate Associate Provost, the Executive Director of Articulation and the College Provost.
 - c. Agreements will be reviewed at least every three (3) years by appropriately credentialed faculty from the related academic discipline(s) and the appropriate Instructional Dean(s).
 - d. The number of allowable transfer credits for internally articulated PSAV programs is limited to a maximum of seventy-five (75) percent of an Associate's degree or certificate.
2. External Articulation:
 - a. The College may grant credit for training (such as industry certification or license) if the certification is included in Florida Department of Education's Career and Technical Education Statewide Articulation Agreements or in one of the College's articulation agreements.

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- b. The determination of course equivalency is made by appropriately credentialed faculty and must be recommended by the appropriate Instructional Dean for approval by the appropriate Associate Provost, the Executive Director of Articulation and the College Provost.
- c. Agreements will be reviewed at least every three (3) years by appropriately credentialed faculty from the related academic discipline(s) and the appropriate Instructional Dean(s).
- d. The number of allowable transfer credits for externally articulated certifications is limited to a maximum of seventy-five (75) percent of an Associate's degree or certificate.

F. Credit for Externally Sponsored Training:

- 1. Externally sponsored training may be considered for transferable credit if the training has been determined by appropriately credentialed College faculty to be equivalent to a Florida State College at Jacksonville course. The College may require additional assessment of the student's knowledge and skills before awarding credit. Credit recommendations for externally sponsored training must be made by the appropriate Instructional Dean for approval by the appropriate Associate Provost and the Executive Director of Articulation.

G. Other Non-Credit Online Coursework:

- 2. Other non-credit online coursework may be considered for transferable credit if the training has been determined by appropriately credentialed College faculty to be equivalent to a Florida State College at Jacksonville course. The College may require additional assessment of the student's knowledge and skills before awarding credit. Credit recommendations for such online coursework must be made by the appropriate Instructional Dean for approval by the appropriate Associate Provost and the Executive Director of Articulation.

REFERENCES: F.S. 1001.02, 1001.64, 1001.65, 1007.24, SBE 6A-14-0304

Adopted Date: December 10, 2013

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