

**POLICY****CREDIT BY EXAMINATION/PRIOR LEARNING EXPERIENCE**

Ridgewater College acknowledges and adheres to the definitions and processes described in MnSCU Policy 3.35 – “Credit for Prior Learning” (<http://www.mnscu.edu/board/policy/335.html>) and MnSCU Procedure 3.35.1 – “Credit for Prior Learning” (<http://www.mnscu.edu/board/procedure/335p1.html>). Ridgewater College recognizes that some students will have had life, occupational or vocational experiences which have given them knowledge in subject field areas sufficient to warrant college credit. The following govern credit by examination/prior learning experience at Ridgewater College.

1. For associate degrees and diplomas requiring 64 credits or more, a maximum of 20 credits may be earned through credit by examination/prior learning experience. For other certificates and diplomas, one-third of the required course load may be earned through credit by examination/prior learning experience.
2. Credit by examination/prior learning experience may not be included in residence requirements.
3. Credit awarded will be noted in the transfer section of the official transcript.
4. Students may not repeat examinations, enroll, or receive credit in a lower sequential course.

Note: Other colleges may have different criteria for awarding credit for these experiences and a new evaluation with different results may occur upon transfer. Financial aid is not available for test-out credits.

Ridgewater College permits students to receive credit by examination/prior learning experience in five ways:

1. College Level Examination Program (CLEP) – A student may take a college-level examination in a specific subject area and receive credit for the equivalent Ridgewater College courses. Acceptable subject areas with CLEP exams and their equivalents are available from the Assessment Testing Office. Passing scores are determined by the mean score achieved by students in a national norm sample who earned a grade of “C” in a regular college course. A fee is charged for a CLEP examination.
2. Advanced Placement (AP) – A student who has scored 3, 4, or 5 on an Advanced Placement Program examination will receive credit for an equivalent or elective Ridgewater College course. Credit equivalencies and credits awarded are available in the Registrar’s office.
3. COURSE TEST-OUT – A student may request to challenge a course. Following permission from the instructor and the appropriate Dean of Instruction, the student makes appropriate arrangements with the instructor. A fee is payable prior to completing the exam.

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- A. A student may attempt a test-out of a particular course only once within a twelve-month period.
  - B. The test-out option is not available to students who want to test-out of a course they have failed, received an N/C (not credit), or in which they wish to improve their course grade.
  - C. The test-out option is not available in all courses.
  - D. Tests are course-specific examinations designed by the appropriate college faculty member and reflect the objectives of the course. A grade of "C" or better will be recorded as a PASS grade.
  - E. Students may not test out of a course in which they are enrolled past the fifth day of the term.
4. PRIOR LEARNING EXPERIENCE – Students may make application to use prior experiential learning for transfer toward course credits. The learning may result from a variety of experiences: college classroom, work experience, internships, library, life experience. These experiences must be:
    - A. recent and relevant, and
    - B. of sufficient length with verified satisfactory performance.

Please contact the Registrar if you wish to obtain further details. A non-refundable fee will be charged for each credit.

5. MILITARY EXPERIENCE CREDIT – Credit shall be granted for veteran's military training and service in compliance with Subd. 2 of Minnesota Statute 197.775 – "Higher Education Fairness" ([https://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT\\_CHAP\\_SEC&year=current&section=197.775&image.x=22&image.y=11&image=Get+Section](https://www.revisor.leg.state.mn.us/bin/getpub.php?pubtype=STAT_CHAP_SEC&year=current&section=197.775&image.x=22&image.y=11&image=Get+Section)) according to the standards and equivalencies of the American Council on Education. A student must present evidence of satisfactory completion of such education to the Transcript Evaluator. The credits awarded are entered on the student's transcript without grades. When necessary, the Transcript Evaluator should consult with departments and/or disciplines regarding transferability of military credits.

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*History:*

*01.29.01 Adopted*

*05.19.09 Revised*