



Committee Meeting: Policy & Governance Committee	Date: August 17, 2018
Committee Chair: Kathleen Masiello	
New or Edited: Edited	

**POLICY NAME:** Recognition of Transfer and Prior Learning Credits

**POLICY TYPE:** Board

**SUBMITTED BY:** Dr. Jamie D. Smith, Dean of Liberal Arts and Science

**ISSUE OR STATEMENT OF PURPOSE:** SUNY Erie Community College recognizes the educational value of experiences that may have occurred outside of the college or traditional academic setting. This policy clarifies the general rules for transfer and prior learning credits.

**NEW OR EDITED POLICY:** Edited

Erie Community College provides formal recognition of learning where such learning is determined to be requisite or equivalent and/or applicable to college courses. Advanced Placement (AP) courses, International Baccalaureate (IB), College Level Examination Program (CLEP) and Defense Activity for Non-Traditional Education Support (DANTES), military experience, Life Experience Assessment Program (LEAP) and college credits earned in high school may be submitted for Prior Learning Credit. Specific criteria apply for each type of prior learning experience. In addition, credits from other higher educational institutions can be applied to satisfy SUNY Erie Community College program requirements.

Please note the following with regard to Prior Learning and Transfer Credit:

- (a) A student is eligible for only one type of credit for each course or its equivalent.
- (b) SUNY Erie Community College does not guarantee the transferability of credits awarded through transfer or prior learning.
- (c) Academic credits are awarded with the approval of academic affairs.
- (d) Transfer or Prior Learning Credits are only awarded to matriculated students.
- (e) Transfer or Prior Learning Credit does not count toward the 30 credit hour residence requirement.
- (f) Transfer or Prior Learning Credits may not be used to acquire or maintain full-time status.
- (g) Transfer or Prior Learning Credits may be used to satisfy the academic requirements for the Excelsior program for New York State residents.

**DOES IT SUPERCEDE A POLICY/WHICH ONE:** Yes, LEAP, AP and all policies/procedures and practices that pertain to Recognition of Transfer and Prior Learning Credits.

**POLICY COMMITTEE RECOMMENDED ACTION:**

Policy Committee recommends the Board of Trustees approve the Board policy under the Committee Briefings, Policy & Governance Committee. This Policy supersedes all prior policies/procedures and practices related to Recognition of Transfer and Prior Learning Credits.



**POLICY NAME:** Recognition of Transfer and Prior Learning Credits **-Continued**

**POLICY COMMITTEE MEMBERS PRESENT:** Trustee Len Lenihan, Trustee Kathleen Masiello, Trustee Susan Swarts, Student Trustee TK Adebayo, Executive Vice President for Administration and Finance Penelope Howard, Provost and Executive Vice President Richard Washousky, Vice President of Enrollment Steven Smith, Vice President of Student Affairs Nora Clark, Director of Registrar Paul Lamanna, Dean of Liberal Arts and Sciences Joanne Colmerauer, Dean of Liberal Arts and Sciences Jamie Smith, College Senate Representative Michael Delaney, Dean of Students Petrina Hill-Cheatom and Director of Talent Management and Employee Engagement Maria Carroll

**DATE OF BOARD APPROVAL:** August 30, 2018

**POLICY COMMITTEE TEAM FOLLOW-UP:**

Following Trustee approval, this Board policy will be included in the SUNY Erie Community College Board of Trustees Policy Manual and will be included in Student Handbook and featured on website.

**INFORMATION/INPUT CONSIDERED DURING POLICY COMMITTEE DELIBERATIONS:**

**Advance Placement (AP):** <http://catalog.ecc.edu/> Academics, then scroll down to Other Sources of Course Credit

**College Board CLEP Information:** <https://clep.collegeboard.org/develop-your-clep-program/create-a-clep-policy>

**ACE Credit Recommendations:** <https://clep.collegeboard.org/develop-your-clep-program/create-a-clep-policy/ace-credit-recommendations>

**LEAP Application Packet – Appendix A**

The Policy has been reviewed and discussed at the Policy Committee meeting of: July 17, 2017, August 4, 2018, October 17, 2017, April 13, 2018 and August 17, 2018



## Life Experience Assessment Program (LEAP)

### STUDENT INSTRUCTIONS

The Life Experience Assessment Program (LEAP) is designed to help you reflect upon what you have learned in your life and how that learning may be applied to a College degree. The purpose of the program is to identify and document experiential learning and determine its applicability to your degree.

College credit can be granted only for verifiable college level learning acquired through life or work experience. Upon approval to proceed, the assessment process will include your completion of this LEAP Application packet and a Portfolio that contains evidence of learning. You will be responsible for becoming familiar with the requirements of the degree of your choosing and for verifying that your learning applies to the particular course outcomes of the course(s) you indicate. Your portfolio will consist of documents that demonstrate that pertinent experiences have provided evidence of college-level learning.

The Academic Dean of the degree granting department will provide assistance if needed during the preparation process, but you should keep in mind that the responsibility for meeting payment and Portfolio creation deadlines remains with you.

LEAP credits are awarded in accordance with the SUNY Erie Prior Learning Assessment Policy, which states the following:

- (a) A student is eligible for only one type of credit for each course or its equivalent.
- (b) SUNY Erie Community College does not guarantee the transferability of credits awarded through prior learning assessment.
- (c) Academic credits are awarded with the approval of Academic Affairs.
- (d) Transfer or Prior Learning Credits are only awarded to matriculated students.
- (e) Transfer or Prior Learning Credit does not count toward the 30 credit hour residence requirement.
- (f) Transfer or Prior Learning Credits may not be used to acquire or maintain full-time status.
- (g) Transfer or Prior Learning Credits may be used to satisfy the academic requirements for the Excelsior program for New York State residents.

#### **Follow these steps to process your request:**

1. Send an email with a summary of your request for Life Experience Assessment to the appropriate Academic Dean of your major, including how many credits you are requesting, and for what courses. The Academic Dean will review your request and notify you if you can proceed with completing this LEAP Application and putting together your Portfolio.
2. If approved, you will have 60 days from the date of notification to complete this LEAP Application, pay the non-refundable fee, and prepare and submit your Portfolio for review.
3. You are responsible for the cost of \$70.00 for the first six credits (non-refundable) and \$25.00 for each additional approved credit hour. The Academic Dean's office will notify you how much the

review will cost. You must pay the appropriate campus Bursar Office, and provide a copy of the receipt to the Academic Dean before the review can be initiated.

4. Submit your completed LEAP Application and Portfolio to the Academic Dean via email as a single online packet of information. The LEAP Application packet will include the following sections as outlined in this document:

Section I – General Information

Section II – Resume

Section III – Statement of Request

Section IV – Professional Training

Section V – Other Learning Experiences

The LEAP Application, followed by your Portfolio components must be scanned and saved into a single PDF document attached and sent via email to the Academic Dean, unless you are granted specific permission to submit in a different manner.

5. Upon receipt of the completed LEAP Application and Portfolio, the Academic Dean will:
  - a. Forward your Portfolio to the appointed LEAP committee to ensure that the learning documented in the portfolio is equivalent to credit earned.
  - b. Coordinate meetings and provide assistance as needed.
  - c. Upon receipt of the LEAP Committee's approval of your application, the Academic Dean's office will send a memo to the Registrar's office to have the credits added to your transcript. You will receive notice of the credit(s) awarded within 30 days. Any discrepancies of credits requested and credits awarded should be addressed to the Academic Dean.

## **PORTFOLIO INSTRUCTIONS**

Do not attempt to complete the Portfolio without first gaining approval from the Academic Dean. Please read these portfolio instructions carefully before beginning to prepare your Portfolio.

### **Section I – General Information**

Fill-in all of the requested information in this section. The relationship of the credits to be awarded to your major is very important to the LEAP committee.

### **Section II – Resume**

The Resume is intended to give a brief record of the experience and activities in which you have participated. This record will provide an overview of your activities for the LEAP Committee and should help you identify experiences which demonstrate that you have acquired collegiate-level learning. You may attach your resume in place of this section in the packet.

You may use additional sheets to list your employment history, military service and other experiences. This resume should be brief but complete. Consequently, all your activities should be included in the list. It is important that the LEAP Committee members have your complete background.

### **Section III – Statement of Request**

The LEAP Committee needs a clear statement from you concerning precisely what you want. Your statement should include:

1. Why you are seeking credit for learning you have acquired in experiences prior to and external from SUNY Erie Community College programs.
2. A list of experiences that will be the basis for your request.
3. How your experiences fulfill the outcomes of the course for which you are seeking credits.
4. How your experiences relate to your chosen degree program.
5. Why the LEAP Committee should approve your request.

You must be familiar with your graduation requirements and the applicable course outline(s) before attempting to prepare your statement.

### **Section IV – Professional Training**

The American Council of Education has evaluated a number of Professional Training Programs and has made recommendations regarding the awarding of academic credit for courses within those programs. The Academic Dean will be able to help you identify these. All that will be required for you to do regarding these programs is to complete the chart in Section IV. All other professional training activities will require further documentation.

Certificates for professional training provide an indicator of a level of learning; however, they do not, by themselves, provide sufficient evidence of learning. Further supporting evidence must be presented. In order to further substantiate professional training represented by certificates, you should submit specific information concerning course content. For each course listed in Section IV for which you have received a certificate, you should also provide a course syllabus if available. This syllabus should include: course content, time (in hours) spent in the class, required readings, format of class, name and title of instructor, what type of tests (if any) were given and copies of the tests (if available).

You should include the certificate of any formal letter of completion that you received and a statement of what you learned in each course.

If you have completed a professional training program that did not award certificates, you should provide the same information as noted previously. In addition, it is important that the LEAP Committee be able to contact someone (Personnel Director, Training Supervisor, etc.) at your place of employment (or former employer) to receive any pertinent records. Thus, it is important that you provide SUNY Erie with contact information for the person you identify, including address and phone number.

### **Section V – Other Learning Experiences**

After you have determined which experiences may be suitable for consideration for academic credit, place them in a category as outlined in Section V of the Student Portfolio Form. The LEAP Committee requires as much documentation and justification as possible to determine if the level of learning you have acquired in your experience is commensurate with college-level learning.

College-level learning may be identified in one or more of the following ways:

1. by relating your learning to subject areas traditionally taught in colleges;
2. by indicating that what you have learned is at a level of achievement equal to what is normally taught in college;
3. by comparing your learning with groups who have completed college-level work;
4. by relating your learning to a personal goal that might require college-level learning;
5. by identifying your learning as that normally acquired after one reaches adulthood;
6. by identifying your learning as that normally acquired after high school and expected for professional acceptance.

For each experience, you must provide written statements about the learning acquired and documentation concerning the learning.

#### **A. Statements**

Your statements should be written to demonstrate the general applicability of what you have learned. This general applicability should demonstrate how you are able to apply what you have learned to other situations.

A second element in your statement should be an ability to demonstrate the learning's theoretical and practical nature. Everyone has experiences, but not everyone learns from their experiences. This program requires an understanding of the distinction between experience and learning. Learning acquired within experience entails an ability to conceptualize and articulate what you have learned in the experience. College courses seek to provide a theoretical understanding. You must be able to demonstrate that you have acquired more than just practical mastery or competence in dealing with the material under consideration. To receive credit for your learning, you should be able to demonstrate how to do something and why you are able to do what you do. Manual or practical skill alone is not sufficient.

Your statements should be made with the recognition that an expert is going to evaluate your competence. In addition, this competence must be related to your degree program. You should show the relationship. For example, even though you may be an expert electrician and know how and why you wire circuits in prescribed ways, this knowledge does not seem to apply to most degrees at SUNY Erie Community College. Unless you can justify how this knowledge pertains to the department you are matriculated in, say, our Industrial Technology or Information Technology Departments, then your request may be denied.

#### **B. Documentation**

All experiences will require some type of documentation. The purpose of the documentation is to provide sufficient verification of the level of learning that you have acquired.

Section V includes examples of what you can use to provide evidence of your learning.



## Section II – Resume

(You may attach your own resume in place of this section in the packet.)

### High School(s) Attended

Name	Location	Year Graduated
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

### College(s) Attended

Name	Location	Year Graduated
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

### Military

Branch	Rank	Unit	Length of Service
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

\*Professional Organizations (List names, positions held and length of participation):

Click here to enter text.

\*Community Organizations (List names, positions held and length of participation):

Click here to enter text.

\*Foreign Travel (Countries, length of stay):

Click here to enter text.

\*Foreign Languages (speak, read, write):

Click here to enter text.

\*Hobbies:

Click here to enter text.

\*Awards and Citations:

Click here to enter text.

\*Publications:

Click here to enter text.

\*Employment:

Click here to enter text.



### **Section III – Statement of Request**

Submit a statement about what you are applying for and why you feel you are eligible.

[Click here to enter text.](#)

### Section IV – Professional Training

BE SURE TO INCLUDE TRANSCRIPT OR DOCUMENTATION OF PROGRAMS COMPLETED

<b>Employer &amp; Location of Records for Program</b>	<b>Title of Training Program</b>	<b>Description of Program</b>	<b>Length of Program</b>	<b>Year</b>	<b>Course of Subsection Titles</b>	<b>Grade (If Applicable)</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

## Section V – Other Learning Experience

**Mark the boxes below for each experience you are using as evidence in your Portfolio.**

PERSONAL / ARTISTIC ACCOMPLISHMENTS	PROFESSIONAL ACCOMPLISHMENTS	EDUCATION / TRAINING	EMPLOYMENT	TRAVEL
<input type="checkbox"/> Awards (s), Community Service  <input type="checkbox"/> Books Read, list of  <input type="checkbox"/> Drawings, Paintings, Sculptures  <input type="checkbox"/> Expert(s) Consulted  <input type="checkbox"/> Hobbies  <input type="checkbox"/> Independent Research  <input type="checkbox"/> Inventions  <input type="checkbox"/> Music Written  <input type="checkbox"/> Organizational Experience  <input type="checkbox"/> Recordings Made  <input type="checkbox"/> Volunteer Experience, list of, corroboration letter(s) from co-volunteers  <input type="checkbox"/> Other Personal Accomplishments  <input type="checkbox"/> Other Works or Designs	<input type="checkbox"/> Audiovisual Presentation(s) Given  <input type="checkbox"/> Award(s), Professional  <input type="checkbox"/> Concepts Developed and Adopted, including evidence  <input type="checkbox"/> Corroboration Letters from superiors, peers, clients  <input type="checkbox"/> Machines Designed  <input type="checkbox"/> Patent(s) Obtained  <input type="checkbox"/> Professional and/or Trade Organization Membership(s)  <input type="checkbox"/> Proposal(s) Written  <input type="checkbox"/> Published, Books or Papers  <input type="checkbox"/> Published, Newspaper or Magazine Articles  <input type="checkbox"/> Slide(s) / Document(s) Created  <input type="checkbox"/> Speeches Given  <input type="checkbox"/> Writing Samples  <input type="checkbox"/> Other Professional Accomplishments	<input type="checkbox"/> Certificate(s), type and year obtained  <input type="checkbox"/> Degree(s), college(s) attended, campus clubs and activities  <input type="checkbox"/> Diploma, high school attended, accomplishments and clubs  <input type="checkbox"/> Equivalency Exam(s), type, score, amount of credits requesting or granted  <input type="checkbox"/> License(s), type / year obtained and performance standards for acquiring or maintaining  <input type="checkbox"/> Training Notes and Materials  <input type="checkbox"/> Military Training, include transcript  <input type="checkbox"/> Other Education  <input type="checkbox"/> Other Training   <p style="text-align: center;"><b>Provide clear “evidence of prior learning” in your portfolio, including:</b></p> <ul style="list-style-type: none"> <li>• Exam scores</li> <li>• Lists</li> <li>• Letters</li> <li>• Samples</li> <li>• Statements</li> <li>• Copies of originals</li> <li>• Web links</li> <li>• Photographs</li> <li>• Whatever other method(s) necessary</li> </ul>	<input type="checkbox"/> Government Experience; political involvement  <input type="checkbox"/> Job Descriptions; description of tasks  <input type="checkbox"/> Performance Evaluation(s)  <input type="checkbox"/> Performance Recognition  <input type="checkbox"/> Promotion Evidence  <input type="checkbox"/> Ranking, Rating or Classification System, explanation of  <input type="checkbox"/> Reference Letters or Commendations  <input type="checkbox"/> Samples of Work  <input type="checkbox"/> Other Employment History	<input type="checkbox"/> Conferences or Seminars attended, provide programs  <input type="checkbox"/> Countries Visited, list of and evidence  <input type="checkbox"/> Exhibits Visited, list of and evidence  <input type="checkbox"/> Foreign Languages Spoken, evidence of fluency  <input type="checkbox"/> Landmarks Visited, list of and photographs  <input type="checkbox"/> Other Travel Evidence  <input type="checkbox"/> Awards (s), Community Service

**Append your Portfolio documents on the following pages, or print and scan as an attachment to email to the appropriate Academic Dean. The following page should be the last page in the packet (to be completed by LEAP committee and signed by the Academic Dean.)**

**Life Experience Assessment Program (LEAP)**

**LEAP COMMITTEE DECISION**

**Date:** Click here to enter date.

**Student Name:** Click here to enter text.

**College ID:** Click here to enter text.

**Major:** Click here to enter text.

**Signatures of LEAP Committee and comments (include any conflict of interest):**

Name: Click here to enter text.

Signature:

\_\_\_\_\_

Comments: Click here to enter text.

Name: Click here to enter text.

Signature:

\_\_\_\_\_

Comments: Click here to enter text.

**YEAR and SEMESTER ECC CREDITS AWARDED:** Click here to enter text.

**ECC COURSE NO.**

**TITLE**

**NUMBER OF CREDITS**

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

**TOTAL CREDITS AWARDED:** Click here to enter text.

**TOTAL CREDIT HOUR FEE PAID:** Click here to enter text.

Approved:

\_\_\_\_\_  
Academic Dean Signature

Copies:

- 1 Department Chair
- 2 Bursar
- 3 Registrar
- 4 Student