

# Assessment of Non-College Learning

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Keene State College Policies and Procedures

# Assessment of Non-College Learning

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Students who independently acquired knowledge and/or skills are equivalent to those normally gained in an undergraduate college program may attempt to earn college credits through assessment of non-college learning. There are two options available: credits by examination and credits by portfolio assessment. The following criteria must be met:

The student is admitted to Keene State College. Credits do not duplicate credits from other sources which have been applied toward Keene State College degree requirements. Keene State College will accept up to 60 credit hours in a four-year program and up to 30 credit hours in a two-year program. Credits may be applied toward Integrative Studies Program requirements or elective credits, or may replace major requirements if approved by the faculty of the major discipline through the course substitution process.

**Credits by Examination.** Testing programs recognized by Keene State College include the following: the College Level Examination Program (CLEP), American College Testing Proficiency Examination Program (ACT/PEP), and formally approved discipline examinations. The student must score at or above the 50th percentile in order to be eligible for credit.

The CLEP General Examinations may be taken by any student who has not enrolled in or completed a college-level course in the discipline covered by the examination. Credits earned may be applied toward Integrative Studies Program requirements or open electives.

The CLEP Subject Examination may be taken by any student who has not enrolled in or completed an equivalent or more advanced course in the discipline covered by the examination.

The ACT/PEP examination may be taken by any student who has not enrolled in or completed an equivalent or more advanced course in the discipline covered by the examination.

Academic disciplines may offer opportunities for students to demonstrate competence through approved standardized examinations or faculty-designed assessment instruments. Such examinations must be approved by the faculty of the discipline and the appropriate dean. Disciplines that offer such examinations will provide students with a written policy regarding the administration of the assessment instruments, the standards of expected performance, the procedure for evaluation, and the process for awarding credit.

**Credits by Portfolio Assessment.** It is possible to seek credit for learning derived from work and life experience through documentation of acquired knowledge and/or skills.

The decision to award credits is made by the chair of the department associated with the credits being sought. The department chair reviews the completed portfolio and recommends to the Registrar the number of credits to be awarded in the assessed areas. A \$50 per credit fee is charged per credit attempted. Further information on opportunities for assessment of non-college learning may be obtained in the Elliot Center.

(Revised May, 2011)