



GARRETT COLLEGE

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CREDIT FOR PRIOR LEARNING

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CREDIT FOR PRIOR LEARNING

Garrett College welcomes students from a wide variety of backgrounds and learning experiences. Prior learning assessment provides students with the potential to earn credit for college-level learning acquired outside the traditional classroom setting. These 'nontraditional' college credits are assigned based upon an established assessment process that validates attainment of learning outcomes established for equivalent courses.

Each source of nontraditional credit is discussed below. Note that based on the type of nontraditional credit, there may be limits to the maximum number of credits that may be applied toward a degree or limits to the courses to which they may be applied. A maximum of 45 credits from non-residential sources (prior learning credit and transfer credits combined) may be applied to a Garrett College associate degree. Nontraditional credits count toward graduation requirements; however, the credits are not used in the calculation of the grade point average.

Students seeking nontraditional credit must be enrolled at GC at the time of request, and in most cases, additional fees will apply.

A student wishing to appeal the results of an evaluation should first contact the evaluator to discuss the evaluation. The student may subsequently request an appeal of the evaluator's decision by sending a written request to the Chief Academic Officer.

Transferability of credits earned for prior learning is at the discretion of the receiving institution. Students planning to transfer to other colleges/universities should contact those institutions to determine whether credit for prior learning will be accepted upon transfer. There is no guarantee that credits will transfer to another institution.

MILITARY CREDIT

Students enrolled at Garrett College may request course equivalency credit be granted for certain military experiences as recommended by the American Council on Education (ACE). Courses appropriate to Garrett's curriculum and applicable to the student's major program of study may be accepted at no charge to the student. A maximum of 45 non-residential credits, including transfer and nontraditional credits may be applied to an associate degree.

Students requesting to have military equivalency credit are required to contact the designated military review agency and obtain an evaluation of their military experience. The results of the evaluation should be sent directly to Garrett's Office of Records and Registration.

Joint Services Transcript (encompasses Army, Coast Guard, Marine Corps, and Navy)
<https://jst.doded.mil>

Air University / Community College of the Air Force
<http://www.airuniversity.af.mil/Barnes/CCAF/Display/Article/803247/>

ADVANCED PLACEMENT (AP) EXAMS

Upon enrollment at Garrett College, a student who has passed Advanced Placement (AP) Examinations with a minimum score of 3 may request to have equivalent credits posted to their Garrett College transcript at no charge to the student. Detailed score requirements and course equivalencies can be found online at garrettcollege.edu/transfer-to-gc.

To receive credit, an official AP Score Report must be sent from the College Board directly to Garrett's Office of Records and Registration. Students may visit <https://apstudents.collegeboard.org/sending-scores> to order their official score report.

Students planning to transfer to other colleges/universities should contact those institutions to determine whether AP credits will be accepted upon transfer.

CAMBRIDGE ADVANCED INTERNATIONAL CERTIFICATE OF EDUCATION (AICE) DIPLOMA PROGRAM EXAMINATIONS

The Cambridge AICE Diploma is an international pre-university curriculum and examination system that emphasizes the value of broad and balanced study. These exams are usually taken in high school upon the completion of a specifically designed course of study. Garrett College may award college credit for Cambridge exam grades of A through E (equivalent to US letter grades of A through C). Credits awarded may range from 3 or 6 credits for non-lab science exams or up to 8 credits for lab science exams. Interested students should contact Garrett's Office of Records & Registration for estimates of how Cambridge exams may equate to GC coursework.

To receive credit, an official Cambridge AICE grade transcript must be sent directly to Garrett's Office of Records & Registration. U.S. students may use Cambridge International's Grade Transcript Service (<https://gradetranscripts.cambridgeinternational.org/>) to order results. For students outside of the U.S., Garrett officials will access your scores via the Cambridge International Direct system; to request a review please email the following information to registrar@garrettcollege.edu: student's Cambridge Centre number, candidate number, date of birth, and the relevant exam series (date the exams were taken).

Students planning to transfer to other colleges/universities should contact those institutions to determine whether AICE credits will be accepted upon transfer.

INTERNATIONAL BACCALAUREATE (IB) PROGRAMME

The International Baccalaureate Programme (IB) is a rigorous two-year curriculum offered in select secondary schools

throughout the world. In order to receive college credit for IB, the student must sit for the examination in each subject of study. A minimum score of 4 on the Standard or Higher-Level exam is required for most courses, with higher scores required in some areas. Visit garrettcollege.edu/transfer-to-gc for detailed score requirements and course equivalencies.

To receive credit, an official IB transcript must be sent directly to Garrett's Office of Records and Registration. If results have not yet been released, students may contact their IB programme coordinator for assistance. After the release of results, students may use the Request for Results service (rrs.ibo.org) to order transcripts.

Students planning to transfer to other colleges/universities should contact those institutions to determine whether IB credits will be accepted upon transfer.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Enrolled degree-seeking students may earn college credit by taking CLEP (College Level Examination Program) exams. CLEP is a credit-by-examination program offered through the College Board. A minimum score of 50 must be achieved on the exam, and no more than 12 CLEP credits will be awarded. Detailed score requirements and course equivalencies can be found online at garrettcollege.edu/transfer-to-gc.

To receive credit, students must request an official CLEP transcript be sent directly to Garrett College for evaluation. CLEP credit granted by another institution does not automatically transfer to Garrett College. Students may order transcripts via their My CLEP Account on the College Board website.

Students planning to transfer to other colleges/universities should contact those institutions before taking a CLEP exam to determine whether or not credits earned through CLEP will be accepted upon transfer.

CREDIT BY CERTIFICATION

Enrolled degree-seeking students who have participated in training courses offered through professional organizations by licensed instructors leading to certification or licensure may be eligible to earn elective or major-specific college credits. The training will be evaluated using ACE recommended credit awards whenever such evaluation is available. If ACE evaluation is not available, the student must demonstrate to the assigned faculty evaluator that student has attained the learning outcomes of the course for which student seeks credit. For more information, contact the Office of Academic Affairs. Additional fees apply. Nontraditional credit fees for EMS coursework in the Paramedic Studies program are waived.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

CREDIT BY EXAMINATION

Enrolled degree-seeking students may earn credit for a course by requesting a proficiency exam. Not all courses qualify for Credit by Examination; contact the Office of Academic Affairs for more information. In the case of a repeated course, credit earned via proficiency exam does not replace a prior grade in the CGPA calculation and credit can only be earned once. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

LIFE EXPERIENCE ASSESSMENT PROGRAM

Students seeking a degree in a field directly related to their work, may request life experience credit. To be considered for the Life Experience Assessment Program (LEAP), students must be currently enrolled in a degree program at Garrett College. Interested students should first meet with their academic advisor to discuss life experience possibilities. No more than 50% of the credits for major courses may be awarded through LEAP. LEAP credit may not be awarded for GER, institutional requirements, or elective courses. LEAP credits may only be awarded for courses within career preparation majors. For more information, contact the Office of Academic Affairs. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

PORTFOLIO ASSESSMENT

Students who are enrolled in a degree program at Garrett College are eligible to apply for portfolio credit for some courses (see LEAP discussion above). Portfolios must consist of work products that illustrate the ability to match a specific course's learning objectives. A student may earn a maximum of 12 credit hours through portfolio assessment. Portfolio Assessment is only available for career preparation courses for which there exists appropriate work product(s) that demonstrate attainment of course learning outcomes. A request for submission of a portfolio must be approved by the Chief Academic Officer prior to the start of classes and the portfolio submitted for assessment no later than six weeks before the final examination period for the semester in which credit is sought. Portfolios will be reviewed by faculty in the discipline in which the course credits are sought. The decision of the reviewer(s) is final. Any work portfolio submitted for evaluation must be produced by the individual seeking the credits. Additional fees apply.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

COMPLETION OF CERTIFICATION OR LICENSURE PROGRAM AT GARRETT COLLEGE

Garrett’s Continuing Education & Workforce Development division offers a number of non-credit programs that prepare students for certification and licensure by a professional or governmental agency. A student who completes such a program and obtains professional licensure or certification may seek nontraditional elective or major credit toward a Garrett College associate degree program.

To be eligible for nontraditional credit and/or advanced standing the student must:

- Have completed the training program at Garrett College.
- Have taken the specified professional certification or licensure exam and passed the exam within five years of matriculating into the GC degree program.
- Have current certification or licensure in the professional area for which nontraditional credit/advanced standing is being requested.

Whenever possible, college credits will be assigned for major or elective credit based upon the recommendation of the American Council on Education (ACE). If an ACE recommendation is not available, a student may request credit by demonstrating that the instruction time and content meet the requirements for a college-level course (elective credit

only) or that student has attained the learning outcomes of a specific course. This evaluation will be carried out by the Chief Academic Officer or designee.

A student seeking nontraditional credit and/or advanced standing may have to take college-level courses in the same subject areas in order to complete a degree. The Continuing Education courses focus on certification and licensure preparation and may not be of sufficient scope and depth to prepare students for advanced work within the content area.

Listed in Table 1 are the CEWD certification and licensure programs for which students may request nontraditional credit, the degree program(s) to which the nontraditional credits may be applied, and the maximum number of nontraditional credits that may be applied.

Additional fees apply. Nontraditional credit fees for EMS coursework in the Paramedic Studies program are waived.

Transferability of credits is at the discretion of the receiving institution. Students planning to transfer should contact those institutions to determine whether credits will be accepted upon transfer.

Table 1: Completion of Certification or Licensure Program at GC -- Life Experience Credit Awards

CEWD Program	Garrett College Program of Study	Max Credits
Mountaintop Truck Driving Institute	General Studies	12 Credits
Welding	General Studies	12 Credits
EMT	General Studies	6 Credits
Paramedic	Paramedic Studies, A.A.S. only	30 Credits
Machining	Professional & Technical Studies: Machining concentration	13 credits