



P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

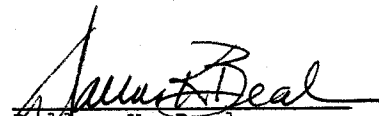
RESOLUTION
concerning
POLICY
OF
CONNECTICUT STATE UNIVERSITY
ON
NONCOLLEGIATE SPONSORED INSTRUCTION
AND
PROCEDURES FOR ASSESSING CREDIT

October 7, 1988

RESOLVED, That the Board of Trustees for Connecticut State University endorses the Guidelines for the Assessment of Credit for Noncollegiate Sponsored Instruction which were adopted by the Connecticut Board of Governors for Higher Education on May 17, 1988, and be it further

RESOLVED, That the Board of Trustees for Connecticut State University adopts the attached Procedures for Assessing Credit for Noncollegiate Sponsored Instruction as the means for implementing the above-referenced Guidelines.

A Certified True Copy,


Dallas K. Beal
President



Connecticut State University
Procedures for Assessing Credit for
Noncollegiate Sponsored Instruction

The Connecticut State University's procedures for assessing credit for noncollegiate sponsored instruction have been developed based on the Guidelines adopted by the Board of Governors on May 17, 1988. The newly adopted "Guidelines for Assessment and Award of Credit for Noncollegiate Sponsored Instruction" provide the basis of our address to a case in which a course(s) of instruction offered by a noncollegiate organization is recognized as worthy of review and assessment. The CSU Vice President for Academic Affairs must direct a review and make a decision as to whether the course(s) may be assigned credit equivalency. Thus, if the review results in a favorable recommendation and if credit equivalency is assigned, all subsequent students who satisfactorily complete the noncollegiate course may also receive credit equivalency without further evaluation.

This assessment approach has no effect on other methods for granting credit for noncollegiate instruction (e.g., portfolio review). If only a single student or a few students are involved, a case by case approach would be appropriate as provided in Section 10a-34-16 of the Board of Governors Licensure and Accreditation Regulations. (See attachment A.) The procedure outlined here is to be used in cases where a continuing relationship is to be established between the campus and a noncollegiate organization.

The Guidelines adopted by the Board of Governors provide "assessment procedures and criteria" and call on each constituent unit to establish procedures and in accordance with the requirements of the Guidelines. It is the intent of the Connecticut State University Procedure, outlined below, to adopt and implement the "Guidelines for Assessment and Award of Credit for Noncollegiate Sponsored Institution," which were adopted by the Board of Governors on May 17, 1988. (see attachment B.)

PROCEDURE

- A. The Academic Vice President of a CSU campus desiring to award credit for a course(s) offered by a noncollegiate institution should submit a letter of intent to the CSU Vice President for Academic Affairs and Research. Said letter should contain the following:
1. Name, description and number of the noncollegiate course(s) proposed for review in accordance with Section V.B. of the Board of Governors "assessment procedures and criteria."
 2. Name of the noncollegiate organization offering the instruction.
 3. A statement of the expertise to be sought in the membership of the assessment team. Names of potential members and their credentials may also be submitted. The team must meet the requirements set forth in the Board of Governors' Guidelines, Sections V.A. and V.D.
 4. Assurance that the direct costs incurred in the assessment process will be borne by the noncollegiate organization at which the course(s) is offered.

- B. The CSU Vice President for Academic Affairs and Research will review the relevant materials including the letter of intent and decide whether to go forward with the assessment:
1. If the decision is positive, the CSU Vice President for Academic Affairs and Research will select the membership of the assessment team.
 2. The assessment team will conduct its analysis and prepare its report which will contain the information required by the Board of Governors' Guidelines. (see Section V.E.)
 3. The assessment team will submit its recommendation to the CSU Vice President for Academic Affairs and Research who, after sharing the report with the campus Academic Vice President, will make the decision whether to assign credit equivalency to the course(s) and, if so, in what fields and for how many hours.
- C. It is required by the Board of Governors' Guidelines that "comprehensive records of the evaluations ... be maintained..." and that credit assessments be reviewed every three years.
1. Comprehensive records of the evaluations will be maintained by the CSU Vice President for Academic Affairs and Research. Duplicate records will be maintained by the campus Academic Vice President.
 2. The CSU Vice President for Academic Affairs and Research will institute a review of the credit equivalency assessment every three years; however, it is the recommendation of the CSU Board of Trustees that CSU institutions engage in on-going evaluation of the noncollegiate instruction to be certain that appropriate standards are being maintained.

10/7/88

STATE OF CONNECTICUT
BOARD OF GOVERNORS FOR HIGHER EDUCATION

GUIDELINES FOR THE ASSESSMENT
AND AWARD OF CREDIT FOR
NONCOLLEGIATE SPONSORED INSTRUCTION

I. Purpose and Authority

The purpose of these guidelines is to describe the criteria that will be used by the Department of Higher Education in reviewing and approving institutional and constituent unit procedures for the assessment and award of college credit for courses offered by nonaccredited colleges and noncollegiate organizations. The guidelines serve to implement policy relating to the award of credit for noncollegiate sponsored instruction in Section 10a-34-16 of the Board of Governors Regulations for Licensure and Accreditation.

II. Intent

The intent of Section 10a-34-16 of the Board's regulations, "Credit for Prior Learning," is to establish standards by which a college or university may award credit for learning that has occurred prior to admission to that institution. Institutions are encouraged, for example, to award transfer credit for relevant prior learning acquired at other accredited colleges and universities.

The Board's regulations also recognize that college-level learning may occur in other settings, for example, at nonaccredited colleges, in a corporate training program, in vocational schools, or through work experience. The regulations specify that such learning should be evaluated prior to any award of credit. There are several provisions in the regulations for the evaluation of prior learning acquired by individual students, including provisions for evaluation by standardized exams, by individualized written or oral tests designed and administered by qualified faculty, and by portfolio review.

The present guidelines address another approach to the assessment and award of credit for learning acquired in noncollegiate settings. As an alternative to assessing the prior learning acquired by each individual student, on a case-by-case basis, there are instances where it may be appropriate to assess a course of instruction offered by a noncollegiate organization and to make a credit equivalency recommendation applicable to any student who successfully completes the course. In fact, the American Council on Education (ACE) and the New York Board of Regents provide assessment services of this sort, for a fee which normally is paid by the noncollegiate organization seeking such recognition of its courses. The Board's regulations allow for award of credit for noncollegiate sponsored instruction based on the credit recommendations of these organizations.

The Board's regulations also allow for the development of noncollegiate course evaluation procedures in Connecticut, subject to approval by the Department of Higher Education. The purpose of these guidelines is to provide guidance in regard to criteria and procedures to be used in assessments. - The intent is to benefit students by facilitating the recognition of learning acquired in noncollegiate settings; to promote the maintenance of appropriate standards of quality in the assessment and award of such credit; to increase the portability of such credit by providing consistency of procedures and standards for the assessment and award of credit.

III. Definition

"Noncollegiate sponsored instruction" means postsecondary instruction offered by any institution or organization that is not authorized by the Board of Governors to offer college credit instruction in Connecticut.

IV. Eligibility

The units authorized to develop policies and procedures for the assessment and award of credit for noncollegiate sponsored instruction are the Board for State Academic Awards, the constituent unit Boards of Trustees, and the Boards of Trustees of accredited independent colleges and universities operating in Connecticut.

The policies and procedures developed by these units shall be subject to review and approval by the Commissioner of Higher Education. The Commissioner may approve such policies and procedures through June 30, 1991, subject to renewal following a review and evaluation of the implementation of those policies and procedures during the 1990-91 academic year. Decisions of the Commissioner made pursuant to these guidelines shall be subject to appeal to the Board of Governors.

V. Assessment Procedures and Criteria

Accredited institutions may award credit for noncollegiate sponsored instruction to individual students, based on testing, portfolio review, or nationally recognized credit recommendations, as provided for in Section 10A-34-16(b) of the Board's regulations, or based on credit recommendations of the Board for State Academic Awards made in accordance with these guidelines.

Constituent units and accredited independent institutions wishing to establish their own procedures for assessment of noncollegiate sponsored instruction shall do so in accordance with the following requirements.

- A. Assessment and credit recommendations shall be conducted under the authority of the institutional or constituent Board of Trustees. In the case of the public sector constituent units, assessment and credit recommendations shall be conducted at the unit level. Assessment procedures shall provide for participation by qualified faculty from at least three accredited institutions, including the institution that initiates the request for assessment. In the case of independent colleges and universities, assessment procedures shall provide for participation by qualified faculty from at least three accredited institutions including the institution that conducts the assessment. In either case, for credit assessments that are limited to a single course (3 sch), representation on the assessment team may be reduced to qualified faculty from a total of two accredited institutions.
- B. Assessment and credit recommendations conducted by the constituent units and independent colleges and universities shall be limited to subject areas where the unit or independent institution has programs accredited by the Board of Governors.
- C. Assessments shall be conducted and credit equivalency recommendations shall be made on a course by course basis.
- D. Assessments shall be conducted by a minimum of two faculty members qualified in each subject area being evaluated. Evaluators must be selected from the faculties of institutions accredited by the Board of Governors or a regional accrediting association.
- E. Equivalency recommendations shall be based upon verification that learning acquired through instruction at the noncollegiate organization is equivalent in level and nature to learning acquired in accredited programs of higher learning in Connecticut. Evaluation criteria shall include, but need not be limited to, the following:
- . Course objectives
 - . Administrative supervision
 - . Financial resources
 - . Faculty credentials
 - . Criteria and standards for admission
 - . Criteria and standards for evaluation of student achievement
 - . Instructional materials for each course including course syllabi, textbooks, reference materials, audio-visual materials, assignments and workbooks

- . Class time and out-of-class requirements. In order to recommend the award of one semester hour of credit for a lecture course, there should be approximately 15 class hours of instruction and 30 hours of student work assignments outside the classroom.
 - . Library and learning resources, including qualified staff support
 - . Facilities and equipment
 - . Academic records
- F. The noncollegiate organization shall be responsible for the expenses related to the evaluation.
- G. Comprehensive records of evaluations of noncollegiate courses and credit decisions shall be maintained by the office or institution that performs the assessment to include at least the following information: a description of the instructional activity for which credit was recommended, the method(s) of assessment, the names and qualifications of the evaluators who made the credit equivalency recommendation, the written report of the evaluators, and the number of credits recommended.
- H. Credit assessments shall be reviewed fully at least once every three years.

VI. Policies Relating to the Award of Credit

- A. To receive credit for noncollegiate sponsored instruction, a student must be matriculated into an approved degree program at the college granting the credit.
- B. No more than 50 percent of the credits required for a degree or for a major field of study shall be awarded for noncollegiate sponsored instruction and/or prior experiential learning.
- C. The noncollegiate organization must maintain official records of student participation and performance in each course covered by a credit recommendation and make available on request copies of official student records.
- D. Sufficient information shall be entered on the college transcript, or attached to it, to enable registrars at other institutions or employers to understand the basis for the award of credit.
- E. A college may announce the basis upon which it will grant credit on a course by course basis. Noncollegiate organizations may provide students with printed material from colleges regarding the basis for award of credit. However, noncollegiate organizations may not represent their instruction as college credit instruction, nor advertise that it is transferable as college credit.

VII. New Programs

In those instances when a cooperative relationship between a collegiate and noncollegiate institution leads to the development of a new program, the proposal for the new program shall be subject to the normal licensure and accreditation requirements of the Board of Governors.

Adopted 5/17/88

88-138



STATE OF CONNECTICUT
Department of Higher Education

RECEIVED

NOV 30 1988

November 23, 1988

STATE UNIVERSITY

Dr. Dallas K. Beal
President
Connecticut State University
P.O. Box 2008
New Britain, CT 06050

Dear Dallas,

We have reviewed the Board of Trustees new Procedures for Assessing Credit for Noncollegiate Sponsored Instruction that you have forwarded to me.

It appears that the procedures are consistent with the Board of Governors' Guidelines, therefore I am approving the procedures for implementation.

Thank you for your cooperation.

Sincerely,

Norma Foreman Glasgow
Commissioner

NFG/ag
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