
Procedure:	Credit by Portfolio Assessment	Reference No.:	3.13
Authority:	College President	Cross Reference:	Policy 1.1
Approved:	June 5, 1995		
Revised:	April 7, 2004		

1. General Guidelines:

SUNY Broome Community College will evaluate for credit various types of learning acquired outside the usual classroom environment. This may include participation in learning experiences, or training provided by business, industry, unions, professional societies, governmental agencies or the military.

- A. Credit evaluations and awards are the responsibility of the departments offering the courses.
- B. Applicants are required to clearly identify what they have learned through their experience.
- C. Credit is awarded only to students matriculated in degree programs at SUNY Broome Community College.
- D. A special circumstances credit fee waiver may be granted to students who have obtained recognized licensure or certification in the subject matter being assessed and as a result the review process requires minimal time involvement. A special circumstances credit fee waiver will be limited to thirteen credits for each student regardless of the number of certificates or degrees attempted or earned at SUNY Broome Community College.

2. Procedure:

- A. The student completes Part 1 of the Contract for Credit by Portfolio Assessment and files it with the Dean of the division in which the student is matriculated.
- B. The Dean routes the contract to the appropriate Chairperson within his/her division and/or to the Dean of another division (who forwards the contract to the appropriate Chair), in cases where credit sought references areas of study outside the sponsoring Dean's supervision.
- C. If credit is sought from multiple departments the Dean may confer with all the appropriate Chairpersons and appoint a review committee, if needed. A committee is not required but if used typically consists of an instructor of the course and the Department Chairperson.

- D. If the student's request is not feasible, the student is notified by the Dean and the process is terminated. If the student's request is feasible, the student is notified which courses are acceptable candidates for credit pending evaluation of the portfolio. The student is instructed on the requirements of assembling the portfolio and an anticipated completion date is established. The sponsoring Dean and Department Chair(s) sign Part 2 of the contract and give the gold copy to the student.
- E. If the portfolio fee is being waived due to special circumstances, the Chairperson of the department to which the assessed course(s) belongs must do the assessment. The Department Chair performing the assessment and his/her Dean must both approve the fee waiver in Part 2 of the contract. If the fee is waived, a committee is not needed and Student Accounts does not get involved with this procedure. Use a separate contract for any additional credits sought that will require payment of a fee.
- F. The sponsoring Chairperson or Dean initiates the billing by entering the total cost in Part 2 of the contract and sending it to Student Accounts.
- G. The Student Accounts representative completes Part 2, bills the student, and after payment is received, returns the contract to the department with "paid date." Student Accounts keeps the pink copy of the contract. If payment is not received after 30 days, the contract is returned to the Dean marked "unpaid."
- H. Upon receipt of the student's portfolio and notification of payment the Dean authorizes evaluation of the portfolio.
- I. The portfolio is evaluated to determine if the experiential learning is credit worthy and how much credit it is worth. No partial credit for courses can be awarded with the exception of credit in the free elective category as designated in the curriculum. The courses and credits awarded are recorded in Part 3 of the contract. The Dean or Dean's designee must approve each course receiving credit listed in Part 3 of the contract.
- J. If credit is requested for courses outside the sponsoring Division, the original contract is forwarded to the appropriate division's Dean where Part 3 is completed and then returned to the sponsoring Dean.
- K. If the student does not receive all of the credits that were paid for, the student is eligible for a refund. The Chairperson calculates the refund due on Part 4 and sends the contract to Student Accounts. Student Accounts completes Part 4, processes the refund, and sends the contract to the Registrar. If the student is not eligible for a refund, the contract is sent to the Registrar.
- L. The Registrar completes Part 3, retains the white copy and sends the green copy to the sponsoring Dean.

M. The Dean initiates compensation for each faculty committee member using the Instructor Compensation for Independent & Guided Study, Credit by Exam & Portfolio, and Applied Music form. If more than one evaluator is involved, each receives an equal portion of the total compensation.