



CREDIT BY ASSESSMENT POLICY

Definition:

Credit-by-Assessment (CBA) is a process which students may use to demonstrate knowledge and/or skill in order to earn college credit for specific Lane classes by submitting descriptions, documents, tests, and other evidence of their attainment to department chairs and faculty for assessment.

Eligibility:

1. Students must complete at least (12) non-CBA hours at Lane and be enrolled in at least six (6) credit hours, excluding Credit by Examination, at the time they apply for CBA. The Registrar may make exceptions for students who are within fifteen (15) credits of a certificate or degree.
2. Lane grants CBA credits for specific courses that it **currently** offers.
3. Departments may exempt specific courses that are currently offered.
4. CBA credits may constitute no more than 25% of the credits required for a degree or certificate; however, there is no limit to the number of credits students may complete through CBA.
5. In all instances, students are required to attend at least two terms, including the last term, and complete a minimum of 24 non-CBA credits at Lane.
6. Students may not use CBA credits to acquire full-time status or to meet eligibility requirements for any other purpose.
7. If a student receives CBA credit for a course, it will appear on the transcript as a grade of Pass@ and the grade entry will be a P@ followed by an "@" sign. "@ Credit by Assessment" will be noted on the back of the transcript in the notes column.
8. Students who are denied CBA credit may apply a second time to have their documentation considered. They may not apply a third time unless there is a significant change in the documentation or qualifications.
9. Students who intend to transfer CBA credits to a four-year institution should check with that institution regarding their policy toward grades of Pass@ (P).
10. If CBA has unique characteristics to certain student populations, the appropriate department will establish procedures for CBA.

CREDIT BY ASSESSMENT INSTRUCTIONS

Students who would like to receive CBA credit have the responsibility of matching their skills and/or knowledge with courses taught at Lane. Certain counselors and faculty are available to help students do this matching. After reading the “Credit by Assessment Policy” please follow the steps below.

Step #1

Contact the department in which the course is taught. The department will identify the type of documentation and/or testing that will be required for that course. They will also help identify the correct course title, course number and number of credits. Fill in the information as required on the Application for Credit by Assessment (attached).

After you have attached the appropriate documentation, go on to Step 2.

Step #2

You will now need to pay half of the Credit by Assessment fee. This portion of the fee is non-refundable even if the credit is denied or refused. You may pay the fee in Enrollment Services located in Building #1. The other half will be billed to your account only if your Credit by Assessment is approved and accepted. The fee is calculated at 66% of the current tuition per credit.

Step #3

After preparing your application and attaching the documentation, turn all paperwork in to the department. The department will notify you of approximately how long the evaluation process will take. You should receive notification of the results within ten (10) working days of the completion of the evaluation.

Step #4

After completion of the evaluation, the department will send your original application and documentation to Enrollment Services/Student Records, where the credits will be added to your transcript. The student’s copy can be picked up in the department office. Student Records will bill the balance owing to your Lane account.

NOTE TO STUDENT: The chair of the department oversees the evaluation procedure. The department chair and instructor or an evaluation team may conduct the evaluation process. Advisory committees may be consulted to set up guidelines for granting CBA. CBA is based only on the assessment of documents, it is not a graded process. Credit will not be given for marginal knowledge or skills that would not receive a grade of C-@ or better in the classroom. However, if students wish to receive a letter grade, they may test within the department or apply for credit through the Credit by Examination process or register for the class.

Last Name

_____, _____
First Name

Student L Number



**APPLICATION
FOR CREDIT BY ASSESSMENT**

You will need to pay half of the Credit by Assessment fee prior to submitting this application to the department for review. This portion of the fee is non-refundable. The remaining amount owed after your evaluation, if approved, will be billed to your account.

ATTENTION DEPARTMENT OFFICE: After the student evaluation is complete, please send this form directly to Student Records. **Students may no longer hand carry this form after grade is received.**

(First half)

Amount paid: _____

Date paid: _____

Cashier's Initials: _____

(Second half)

Amount billed: _____

Date billed: _____

Student Records: _____

Department: _____

Course Title: _____

Course Number: _____

Number of Credits: _____

Signature of Instructor **(Required)**

Signature of Department Chair **(Required)**

Signature of Student **(Required)**

Please state below what experience you have that covers the material in this course. (Use other side if needed)

(PRINT) _____

