Exhibit 2-68:

Criteria and procedures for

Admission of students: Exhibit 3-29 (WAC 131-12-010), 3-30 (Board Policy 401), 3-31 (Running Start Admission Material), 3-32 (International Student Admission Material)

Retention of students: SEM Retention Plan (http://pcinet.ctc.edu/pcaup/entry_page.aspx)

Maintenance of student records: Exhibit 3-27 (SBCTC retention schedule), Exhibit 3-28 (FERPA, Board Policy 407, College Privacy Statement, Confidentiality of Student Records, Data Access form)

Awarding of credit including credit for prior experiential learning: Exhibit 3-24 (SBCTC Policy and Procedures Manual, Chapter 4, Appendix B), Exhibit 3-25 (Faculty Handbook), Exhibit 3-26 (Class Syllabi), Board Policy # 415 (Equivalency credit through challenge) shown below).
Peninsula College accepts equivalency credit awarded by approved testing methods which reflect previous training, private study, work taken at non-accredited institutions, or other bona fide qualifications and indicate the student has knowledge or abilities equivalent to course completers.

Registered Peninsula College students may challenge courses listed in the current catalog by participating in any of the procedures below.

**NATIONAL STANDARDIZED TESTING**

**CLEP:**

Acceptance of credit through the College Board for College-Level Subject Exams (CLEP) will be given to students who achieve in the 50th percentile or higher. Peninsula College is not a testing site for CLEP; thus credit must be transferred.

**DANTES:**

Acceptance of credit through the Dante examination program offered by Educational Testing Services will be allowed with the approval of the vice-president of educational services and the appropriate division chair. The Dante established minimum score on the specific exam will be used in determining Pass credit. Peninsula College is a Dantes testing site.

**PENINSULA COLLEGE DEPARTMENTAL TESTING**

**CHALLENGE EXAM:**

Challenge exam opportunities will be given to Peninsula College students upon request and approval of the vice-president of educational services and the appropriate full-time or annualized associate faculty member, or the division chair. Acceptance of this credit will be awarded if passing criteria is met upon completion of the challenge exam.
CREDIT BY EXPERIENTIAL LEARNING:

Acceptance of credit by evaluation of a portfolio submitted to the appropriate department at Peninsula College will be allowed with the approval of the vice-president of educational services and the appropriate full-time or annualized associate faculty member, or the division chair. Credit will be awarded if the portfolio meets passing criteria.

Specific procedures, forms, and fees for each equivalency situation are available either in the admission or counseling office.

PRIOR LEARNING EQUIVALENCY CREDIT FOR PROFESSIONAL TECHNICAL EDUCATION:

Acceptance of credit by evaluation of a portfolio submitted to the Vice President of Workforce Education, the Program Coordinator, the appropriate Professional Technical Program Advisory Committee, and full-time or annualized associate faculty member (if available), reflecting knowledge gained by life/work or non-college classes demonstrating expertise in a subject area that indicates knowledge or abilities equivalent to course completers. Students requesting more than eight (8) credits for Prior Learning Equivalency must take a Portfolio Writing Class. No more that 25% of required credits for degrees or certificates may be satisfied by prior learning credits. A fee of $12.00 per credit is required for these credits. The $25.00 administrative fee is waived. If further portfolio evaluation is necessary, a $100.00 fee will be required.

Credits in all equivalency situations will be transcripted as “pass” credit and will carry no grade points. Specific procedures, forms, and fees for each equivalency situation are available either in the admission or counseling office.