[Community College Name]

**Credit for Prior Learning PROCEDURE**

Credit for Prior Learning (CPL) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. CPL validates knowledge acquired through life experience, work experience, military experience, civic engagement, individual study and reading, and participation in classes or training sponsored by business and industry, professional organizations or government agencies. Credit is awarded for college-level knowledge gained from experience and not for the experience itself. College-level learning is validated through CPL when learners prove their mastery of the knowledge, skills, competencies, and abilities in a specific area of study offered by the college.

All Credit for Prior Learning policies are applicable.

**ADVANCED PLACEMENT CREDIT**

Advanced Placement Credit refers to college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses. Requisite advanced placement criteria are determined by the Vice President of Academic Affairs in partnership with department faculty.

Students requesting Advanced Placement Credit from CLEP or DSST must follow the process:

1. The student must request and complete a [application form name] from the Registrar’s Office.
2. The student takes the application to the Bursar’s Office and pays the required fee. The Bursar’s Office stamps the form paid.
3. The student takes the stamped form to the [college testing center name] to schedule an examination time.
4. After completion of the examination, the Director of the [college testing center name] records the examination score on the [application form name] and signs and dates the form. The Director notifies the student of their score and then forwards such form to the Registrar’s Office for processing.
5. The Registrar processes the [form name] to ensure that the student is fully enrolled at the college, that the student meets the residency requirements, and that the number of credits requested do not exceed the college limit as set forth in policy. Once verification is completed, the Registrar awards the “P” grade to the student’s transcript.
6. The Registrar informs the [Division Dean or Department Chair] of the student’s advanced placement standing.
7. The Registrar then files all of the paperwork as part of the student’s academic record.

Students who have taken a College Board AP Credit Examination must have scored at least a [college determined level] to receive appropriate course credit. The student must request that an official transcript from the College Board be sent to the college Registrar. Advanced Placement scores are valid for [college determine number] years from original test date. When Advanced Placement Credit is considered for placement purposes, the placement decision is made by the Vice President of Academic Affairs.

**Military Training and Experience Credit**

Students who have achieved military education and training credit may apply for acceptance of these credits towards the appropriate degree. The college name Military Credit Transcript Crosswalk was developed utilizing the American Council of Education’s guidelines for articulation and transcription of credit to award credit as appropriate and verified by the college’s Chief Academic Officer. The ACE Military Guide presents ACE recommendations for formal courses and occupations offered by all branches of the military. <http://www.acenet.edu/higher-education/topics/Pages/College-Credit-for-Military-Service.aspx>

For credit awarded at the Community College of the Air Force (CCAF), transfer credits are awarded just like transfer credit awarded at any other accredited institution.

In order for Military Training and Experience Credit to be evaluated, the student must complete the following process:

1. Request a [college form name] from the college [Military Service Credential Evaluator].
2. Obtain a Joint Services Transcript (JST) for current or former Army, Navy, Marine, and Coast Guard members. If the student does not have an account, the Military Service Credential Evaluator can set up an institutional accounts at: <https://jst.doded.mil/smart/signIn.do> Official Air Force (CCAF) transcripts can be requested from: <http://www.au.af.mil/au/barnes/ccaf/transcripts.asp>
3. The student provides all forms and any course completion certificates to the college’s Military Credential Evaluator.
4. Utilizing the college’s Military Credit Transcript Crosswalk, the Military Credential Evaluator evaluates the documentation. The Military Credit Transcript Crosswalk was developed utilizing the American Council of Education’s guidelines for articulation and transcription of credit to award credit as appropriate and verified by the college’s Chief Academic Officer.
5. The college’s Military Credential Evaluator returns all forms to the college Registrar indicating which courses should be applied to the student’s college transcript.
6. The college’s Military Credential Evaluator sends a copy of the forms and recommendations to the student and to the programmatic Department Chair or Dean.
7. The Registrar processes the [form name] to ensure that the student is fully enrolled at the college, that the student meets the residency requirements, and that the number of credits requested do not exceed the college limit as set forth in policy. Once verification is completed, the Registrar awards the “P” grade to the student’s transcript.
8. The Registrar informs the [Division Dean or Department Chair] of the student’s credit award.
9. The Registrar then files all of the paperwork as part of the student’s academic record.

**Professional Certification Credit**

For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certification. If a student believes that they are eligible for Professional Certification Credit, they should discuss the process with the appropriate Department Chair or Division Dean.

Requisite criteria and Professional Certification Crosswalk are determined by the Vice President of Academic Affairs in partnership with department faculty. To receive credit for a professional or industry certification, the student must:

1. The student must request from the Registrar’s Office and complete [college form name].
2. The student takes the application to the Bursar’s Office and pays the required fee. The Bursar’s Office stamps the form paid.
3. The student takes the form back to the Registrar’s Office for processing. The student must also provide the Registrar with the appropriate documentation to validate the professional/industry certification award.
4. The Registrar verifies the professional/industry certification against the college’s Professional Certification Crosswalk.
5. The Registrar processes the [form name] to ensure that the student is fully enrolled in the program in which they are requesting Professional Certification Credit, that the student meets the residency requirements, and that the number of credits requested do not exceed the college limit as set forth in policy. Once verification is completed, the Registrar awards the “P” grade to the student’s transcript.
6. The Registrar informs the [Division Dean or Department Chair] of the student’s credit award.
7. The Registrar then files all of the paperwork as part of the student’s academic record.

**Credit by Examination (CBE)**

Any student who believes he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a credit by examination. To determine whether or not the student is eligible for or meets the minimum criteria for application, the student must have discussed his/her interest in taking a Credit by Examination with the appropriate faculty member and document/demonstrate to the that faculty member’s satisfaction that he/she has achieved subject matter master through some prior learning experience.

All Credit for Prior Learning policies are applicable. To receive Credit by Examination, the student must:

1. The student must request from the Registrar’s Office and complete [college form name].
2. The student takes the form to the appropriate faculty member for signature.
3. The student takes the application to the Bursar’s Office and pays the required fee. The Bursar’s Office stamps the form paid.
4. The student takes the form Department Chair or Division Dean for verification. If the student is required to complete both a written examination and a practical skills examination, the Department Chair or Dean records that on the [college form name].
5. For a written or paper/pencil examination, the Division Chair approves the form and then sends the student to the Director of [college testing center name] to schedule the examination.
6. Once the written or paper/pencil examination is completed, the Director of the [college testing center name] sends the completed examination to the Department Chair or Division Dean for processing/grading.
7. Once the examination is processed and graded, the Department Chair or Division Dean informs the student of the results. The Department Chair or Division Dean signs the [college form name], inputs the grade, and returns the form along with the examination to the college Registrar.
8. The Registrar verifies the student’s enrollment, processes the form, and awards the grade to the student’s transcript. The Registrar then files all of the paperwork in the student’s records file.
9. If a practical skill examination is required, the Department Chair or Division Dean schedules such examination with the appropriate faculty.
10. After completion of the skills examination, the faculty member records the grade to the students [form name] and returns the form to the Department Chair or Division Dean.
11. Once the practical skills examination is processed and graded, the Department Chair or Division Dean informs the student of the results. The Department Chair or Division Dean signs the [college form name], inputs the grade, and returns the form along with the examination to the college Registrar.
12. The Registrar processes the [form name] to ensure that the student is fully enrolled in the program in which they are requesting Professional Certification Credit, that the student meets the residency requirements, and that the number of credits requested do not exceed the college limit as set forth in policy. Once verification is completed, the Registrar awards the grade to the student’s transcript.
13. The Registrar then files all of the paperwork as part of the student’s academic record.

**Portfolio Assessment**

A PLA portfolio is a detailed documentation illustrating college-level learning. The documentation varies by course and may include: examples of documents developed or materials made (like a machined part) at work or during some civic engagement, a self-assessment, an essay or oral interview explaining knowledge and experience, awards and honors, and certifications showing completion of workshops or seminars offered by professional organizations, business and industry or government agencies. Preparation and content of the portfolio are the responsibility of the student and must be of sufficient in breadth and depth to validate the student’s stated learning and provide the evaluator(s) with qualitative evidence for evaluation.

All Credit for Prior Learning policies are applicable. Student seeking prior learning assessment through a Portfolio must:

1. The student must meet with a PLA Advisor or Navigator to initiate the PLA credit evaluation process.
2. Based on a self-assessment, the student will identify the course(s) for which he or she is wishes to pursue a Portfolio assessment for potential PLA credit.
3. The student must request from the Registrar’s Office and complete [college form name].
4. The student will then meet with the PLA Advisor or Navigator discuss the student’s experience and its possible relationship to the student’s proposed area of study, the cost of the PLA evaluation, and the overall process that the student needs to follow. The student will be provided information about course objectives for each of the required courses in the chosen program of study and the possible evaluation methods to be used for documenting the student’s evidence of learning that could translate into prior learning credit.
5. The student will pay $X fee to the Bursar’s Office for each course evaluation. The Bursar’s Office stamps the form paid.
6. The student will complete the documentation activities as agreed upon in the PLA evaluation form and submit the completed documentation to the Department Chair or Dean for official review.
7. Student appeals regarding the PLA process will follow the [college name] policy for grade appeals.
8. Once the portfolio is processed and graded, the Department Chair or Division Dean informs the student of the results. The Department Chair or Division Dean signs the [college form name], inputs the grade, and returns the form along with the examination to the college Registrar.
9. The Registrar verifies the student’s enrollment, processes the form, and awards the grade to the student’s transcript. The Registrar then files all of the paperwork in the student’s records file.
10. Student appeals regarding the PLA process will follow the [college name] policy for grade appeals.

**CREDIT FOR PRIOR LEARNING APPEALS PROCEDURE**

This process must align with the college’s Academic Challenge and/or Appeals Process! Below is a template for the process and needs to be examined and adjusted to meet the academic processes of the college.

1. Before the end of the semester in which the student has requested CPL credit, the student completes the [appeals form name] and presents it to the instructor or department chair/division dean along with a written statement and/or supporting documentation regarding the appeal.
2. If the appeal regards being denied CPL, the student discusses the dispute with the department chair or division dean. If after review, the department chair/division dean deems that an error occurred and the student should have been awarded credit, the department chair/division dean signs [appeals form name] and returns the form to the Registrar for processing. If the awarding of CPL credit is still denied, the department chair/division dean signs the [form name] and returns the form to the Registrar’s Office for processing.
3. For a grade dispute, the student discusses the grade with the instructor and tries to resolve the issue. If the grade is changed, the instructor completes the grade change in accordance with the College’s [grade change procedure]. If the grade is not changed, the instructor must sign the form and attach a statement to document this. If the instructor is not available, the appropriate department chair or division dean may sign the form and attach a statement.
4. If the grade dispute is not resolved in Step #3, the student submits the [appeals form name] with the instructor’s signature (or the department chair’s or division dean’s if the instructor is not available) along with a statement and any supporting documentation to the Division Dean (or his/her designee) of the division in which the course grade is being disputed.
5. For a CPL challenge on the sole basis of the calculation of the grade, the Division Dean will ensure that a review is conducted and resolved via the college’s [academic grade challenge/appeal policy].
6. If the deadline to request a CPL challenge has expired, the Division Dean will inform the student and the process must stop.