

## **CCAP 1050 CREDIT FOR PRIOR LEARNING**

### **Credit for Military Service/Training**

- Students interested in Credit for Prior Learning using Joint Service Transcripts (JSTs) shall receive credit as recommended by the American Council on Education (ACE) Directory, approved by the appropriate discipline faculty of the college, and part of their intended major
- Official Joint Services Transcripts (JSTs) must be on file with Admissions and Records
- Course equivalency shall be determined by the faculty of the appropriate discipline
- Students can only earn a P grade

### **Credit by Industry Recognized Certifications and Documented Training**

- Students must submit all industry recognized certifications and evidence of documented training as part of the request for credit for prior learning
- Evaluations shall grant credit for industry recognized certifications or documented training that have already been evaluated and approved by the Curriculum Committee per CCP 1050
- Students can only earn a P grade

### **Credit by Authenticated Competencies**

- A department approved portfolio assessment rubric for the course is on file
- Students must submit all required evidence as part of the request for credit for prior learning
- The department chair or faculty designee determines if the provided evidence adequately measures mastery of the course content as set forth in the Course Outline of Record
- Students can only earn a P/NP grade

### **Credit by Examination**

- A department approved exam and assessment rubric for each approved course is on file

- Based upon a review of previous course work and/or experience, the department chair or faculty designee shall determine whether a student requesting credit by examination is sufficiently well prepared to warrant being given this opportunity.
- Students may be able to take the exam with an identified proctor
- The final grade shall be determined by the discipline faculty member grading the exam

**Credit for Noncredit**

- Students request to earn credit for satisfactorily completing the noncredit version through Credit by Exam
- The grade for the credit course will be the same grade they earned or the noncredit course

**Credit for Prior Learning Request Process**

**Step 1: Refer**

During the creation of a Student Education Plan, students will be referred to the CPL Counselor if they are identified as having prior learning relevant to their major(s).

**Step 2: Submission**

Students will submit the form with all required materials.

**Step 3. Eligibility**

The CPL Counselor will verify student eligibility for CPL, verify that there will not be duplication of credit, and make sure the requested credit helps them complete their educational goals. They will then forward the form to the Articulation Officer.

**Step 4: Review**

The Articulation Officer will verify the materials submitted are correct and write in the grade and submit the form to A&R for credit by industry recognized certifications and documented training, credit for military service/training, and credit for noncredit requests. They will send requests for credit by authenticated competencies and credit by exam to the department coordinator or faculty designee for evaluation and grade determination.

**Step 5: Evaluation**

Discipline faculty will evaluate the exam and determine the grade for credit by exam, evaluate the evidence and determine if the student earns a P (Pass) for credit by authenticated competencies, and may be asked to verify the industry recognized certifications and/or documented training. Discipline faculty will meet with students before they take credit by exam to determine if they are adequately prepared to pass the exam successfully. Reviewing authenticated competencies may require faculty to meet with the students as well. Faculty will apply the appropriate grade, sign the form, and send it to their Division Dean.

**Step 6: Administrative Review**

The Division Dean will review the requests of credit by authenticated competencies and exam for final grade for accuracy, sign the form, and send it back to the Articulation Officer.

**Step 7: Credit Confirmation**

The Articulation Officer will submit the final grade to the student, who will be given an opportunity to accept or decline the credit earned through credit for prior learning. Upon student selection, the form will be forwarded to Admissions and Records for uploading to the student file. Students wishing to challenge the grade must first accept the credit and can then reach out to faculty to request a grade change or challenge the grade per the student grievance process.

**Step 8: Transcription**

Upon student acceptance, Admissions and Records will enter the resulting credit and grade into Banner. For credit by exam, including credit for noncredit requests, students will first be charged before the course is transcribed.

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**Adopted:** October 19, 2026