

COLORADO COMMUNITY COLLEGE SYSTEM

SYSTEM PRESIDENT'S PROCEDURE

CREDIT FOR PRIOR LEARNING

SP 9-42

Reference:

BP 9-42, Credit for Prior Learning

Effective: April 15, 1989

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Approved:

S/ Dorothy A. Horrell, System President

BASIS

Board Policy permits the System President to promulgate procedures necessary to implement the Credit for Prior Learning (CPL).

I. Definition of CPL.

A. CPL is non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary education institutions. CPL includes learning acquired from work and life experiences; correspondence and extension courses; individual study and reading; civic, community and volunteer work; and participation in informal courses and in-service training sponsored by associations, business, government, and industry. CPL is not awarded for experience but for college-level learning which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

II. Standards for Awarding CPL

- A. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
- B. A student may use CPL to fulfill all degree, certificate or graduation requirements except the residency requirement. CPL cannot be used to meet residency credit requirements of certificate or degree programs.

- C. CPL may be applied toward the courses in the core general education curriculum only for the purpose of satisfying degree or certificate requirements. CPL may not be applied to courses in the core general education curriculum for the purpose of determining whether the core curriculum has been completed and the transcript should be stamped "core program completed."
- D. All work assessed for CPL must meet or exceed "C" level work. Minimum cut-off scores on standardized tests are set at "C" level work.

III. Methods for Awarding CPL

Four methods are available for awarding CPL: Standardized Tests, Institutional Challenge Examinations, Published Guides and Portfolios.

- A. Standardized Tests
 1. National standardized placement tests [such as College Level Examination Program (CLEP), both general and subject examinations; Advanced Placement Program (APP); Defense Activity for Nontraditional Education Support program (DANTES); Regents College Exams; and other nationally recognized testing, training, licensing or certification programs] will be used to assess levels of knowledge, skills and competencies of students.
 2. The System President or designee shall be responsible for maintaining and updating a comprehensive matrix of CPL credits for standardized tests. Requests for revisions to this matrix must be made to the System President or designee by July 1 of each year.
- B. Institutional Challenge Examinations
Institutionally approved examinations such as objective tests; essays; and oral, hands-on or simulated demonstrations will be used to evaluate the competency of students in specific courses listed in the respective college catalog. Institutional examinations are the equivalent of the comprehensive final examination for the courses challenged and are available at the option of and with the approval of the particular college. Note: Institutional Challenge Examinations for CPL are separate from any "testing out" process adopted by a particular college in which a student, after attending the beginning sessions of a course, enters into an agreement with a faculty member to complete a course competency check and course requirements early.
- C. Published Guides
 1. Educational Experience in the Armed Services The credit recommendation of the American Council on Education (ACE), as published in The Guide to the Evaluation of Educational Experiences in the Armed Services, will be used to evaluate military training and learning experiences.

2. Industrial and Corporate Training Programs The credit recommendation from the American Council of Education's (ACE) Program on Non-collegiate Sponsored Instruction (PONSI), as published in The National Guide to Educational Credit for Training Programs, will be used to evaluate industrial and corporate training programs.
3. Individual colleges may elect to use other published guides developed by a nationally recognized organization which evaluate non-college training programs.
4. Policies established by the System President or designee will take precedence over recommendations in published guides.

D. Portfolios

Learning which has been acquired through work and life experiences must be substantiated through a formal portfolio assessment program.

1. Development of Portfolio
Upon request from a student, each college will provide a course, workshop, or orientation session designed to assist students in identifying, describing and documenting skills and knowledge gained through prior learning experiences. Each college will also provide upon request more detailed information regarding the required format of the portfolio. When developing their portfolios, students must address each of the evaluative criteria delineated below:
 - a) The learning must be demonstrable.
 - b) The learning must have both a theoretical and an applied component.
 - c) The learning must be college level.
 - d) The learning must be currently applicable.
 - e) The learning must be the equivalent of a specific course or courses in the college's curriculum applicable to the student's certificate or degree requirements.
2. Evaluation of Portfolio
Evaluation of the portfolio will be conducted by subject matter expert(s).

IV. ADDITIONAL PROVISIONS

- A. Additional Information. Each college will provide students with information necessary to seek CPL and will establish procedures for students to follow.
- B. Posting of Credit. A student may apply for CPL at any time, but credit will be posted on the transcript only after successful completion of at least one semester's credits in the student's declared program of study.

- C. FTE Considerations. Credits awarded for prior learning will not be counted for FTE enrollments or state entitlement.
- D. Records and Transcripts. Official transcripts shall designate all CPL awarded. Such credit shall be identified by specific course, number of semester credit hours, and method of award. No letter grades will be posted for CPL. All documentation used as a basis for CPL credit awarded will be maintained by the college consistent with institutional policies on record retention.
- E. Cost. Each college will determine the fee to be charged for CPL awarded by Institutional Challenge Examination or Portfolio but such fee shall not exceed 50% of the standard in-state tuition rate per credit hour applied for. No fees may be charged for credits awarded using Published Guides or Standardized Tests. (The student, however, must bear the costs associated with taking any standardized test.)
- F. Transfer of Credit
 - 1. Within the State System Community Colleges:
CPL will be transferred among all state system community colleges. Transfer shall be in accordance with the above requirements and limitations on credit hours and assessment procedures, provided that the credits apply to the degree or certificate program at the institution the student is entering.
 - 2. To State Colleges and Universities:
Transfer guides and articulation agreements shall include information on the transfer of CPL as stipulated in the Colorado Commission on Higher Education (CCHE) Policy and General Procedures for Transfer