**ISP 360**

**Credit for Prior Learning Policy**

**PURPOSE**

Credit for prior learning allows individuals to receive academic credit for knowledge and skills they have acquired through past experiences, such as work and professional training or licensure The general philosophy of the College is to make as many courses open to Credit for Prior Learning (CPL) as possible. Credit, wherever offered and delivered, is based on documented student achievement and awarded in line with other college policies.

**SUMMARY**

CPL may be awarded for courses for which the College maintains an active course outline.

**STANDARD**

1. CPL cannot be awarded for non-credit courses
2. Departments may exempt courses from CPL. (For exceptions list see ISP 360A Non-Challengeable Course List)
3. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
4. The recommending faculty member approves the awarding of credit for a particular course based on either:
   1. Direct assessment by the faculty member of a student’s achievement (this might include consideration of how a student performed on external assessments, portfolio assessment, or student performance on a test); OR
   2. Department or program guidelines. Program faculty will propose standards for granting students credit for an acceptable level of performance on an externally administered assessment or assessments. For example, students who have completed a specific number of hours of externally assessed training will receive a predetermined number of credits as approved by the department.
5. To earn credit, a student must document the connection between what they have learned in another setting and the theoretical foundation, knowledge and skills as defined by the course-specific learner outcomes of the credit to be awarded. A student must, at a minimum, document the achievement of the student learning outcomes associated with the course at a level similar to a student passing the course with a grade of C or better. (Departments can set this threshold higher at their discretion.)
6. Only enrolled students can receive CPL. To be considered an “enrolled student” at CCC for this purpose, a student must either:
   1. Complete a minimum of three non-CPL credits at the college during the quarter in which CPL credit is requested; OR
   2. Have received a minimum of12 non-CPL credits from CCC in previous terms.

Portfolio prep classes taken as part of CPL attempts will count toward these totals, since credits earned in those classes are independent of CPL credit awards.

1. All CPL credit must be based on sufficient evidence provided by the student, the college, and/or an outside entity. Evidence required must be based on academically sound CPL assessment methods, including, but not limited to, institutionally developed tests, final examinations, performance-based assessments, demonstrations, presentations, portfolios, or industry certifications. Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL should be granted:
   1. CCC-administered assessments
      1. Portfolio
      2. Challenge Test (produced by department)
      3. Performance Assessment (produced by department)
      4. Any Combination of a, b, and c that includes at least one of the above methods (i, ii, iii).
   2. Externally administered assessments
      1. External Exam (external test, such as AP)
      2. ACE-transcripted credit
      3. Industry Certification
      4. Professional Licensure
   3. Externally administered at secondary level (covered in other ISPs)
      1. Advanced Placement (“AP”) Examination
      2. International Baccalaureate (“IB”) Examination
   4. Other
      1. Authentic assessment to award CPL credit
2. How Transcripted/Grades:
   1. Grades earned via CPL will always include a CPL notation on the student’s transcript;
   2. Successfully earned CPL credit will be noted either with a grade of A-C or Pass at the department’s discretion.
3. Students may request CPL for the same course more than once.
4. Students may not request CPL credit for a course they have already taken or received transfer credit for at CCC.
5. CPL credit will not be paid for by financial aid funds

**REVIEW HISTORY**

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| ISP Committee | Reviewed | December 08, 2017 |
| ISP Committee | Updated Format | August 3, 2016 |
| College Council | Reviewed | March 21, 2014 |
| ISP Committee | Reviewed/Housekeeping update | November 10, 2011 |
| College Council | Reviewed | February 15, 2008 |
| College Council | Reviewed | May 4, 2001 |
| Instructional Council | Adopted | August 10, 1994 |