

**SUBJECT: Credit for Prior Learning (CPL)**

**PURPOSE:** Awards credit for College courses for experiential learning acquired outside the College. The general philosophy of the College is to make as many courses open to Credit for Prior Learning (CPL) as possible.

**REGULATION:** CPL can be awarded for courses for which the College maintains an active course outline.

**CONDITIONS:**

1. No more than 25% of degree or certificate requirements can be satisfied by CPL credit.
2. Departments may exempt courses from CPL. (For exceptions list see Appendix A)
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 either:
  - a. On a direct assessment by the faculty member of a student's achievement (this might include consideration of how a student performed on external assessments); OR
  - b. Solely by policy. Faculty will propose departmental standards for granting students credit for an acceptable level of performance on an externally administered assessment or assessments. If such a policy has been adopted and published by the department, credit will be granted based on policy.
5. To earn credit, a student must, at a minimum, document 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:
  - a. Complete a minimum of three non-CPL credits at the college during the quarter in which CPL credit is requested; OR
  - b. Have received a minimum of 12 non-CPL credits from CCC in previous terms.

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

7. Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL should be granted:
  - a. CCC-administered assessments
    - i. Portfolio
    - ii. Challenge Test (produced by department)
    - iii. Performance Assessment (produced by department)
    - iv. Any Combination of a, b, and c that includes at least one of the above methods (i, ii, iii).
  - b. Externally administered assessments, postsecondary
    - i. External Exam (external test, such as CLEP)
    - ii. ACE-transcripted credit
    - iii. Industry Certification

## Credit for Prior Learning (CPL) (cont.)

- c. Externally administered at secondary level (covered in other ISPs)
  - i. Advanced Placement (“AP”) Examination
  - ii. International Baccalaureate (“IB”) Examination
8. How Transcribed/Grades:
  - a. Grades earned via CPL will always include a CPL notation on the student’s transcript;
  - b. Successfully earned CPL credit will be noted either with a grade of A-C or Pass at the department’s discretion.
9. Students may request CPL for the same course more than once.
10. Students may not request CPL credit for a course they have already taken or received transfer credit for at CCC.
11. The CPL procedure is outlined in Appendix L.

### APPROVALS:

Instructional Council  
College Council  
College Council  
ISP Committee  
College Council

August 10, 1994  
May 4, 2001  
February 15, 2008  
(Reviewed/Housekeeping update for who creates section entry.) November 10, 2011  
March 21, 2014