ISP 360
Credit for Prior Learning

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. Credit, wherever offered and however delivered, is based on documented student achievement and awarded in a manner consistent with other college policies.

SUMMARY

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

STANDARD

1. No more than 25% of degree or certificate requirements can be satisfied by CPL credit, not to exceed 30 credits.
2. CPL cannot be awarded for non-credit courses
3. Departments may exempt courses from CPL. (For exceptions list see ISP 360A Non-Challengeable Course List)
4. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
5. The recommending faculty member approves the awarding of credit for a particular course based either:
   a. 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
   b. 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.
6. 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 learning outcomes of the credit to be awarded. 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.)
7. 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.

8. 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:
   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
      i. External Exam (external test, such as CLEP)
      ii. ACE-transcripted credit
      iii. Industry Certification
      iv. Professional Licensure
   c. Externally administered at secondary level (covered in other ISPs)
      i. Advanced Placement ("AP") Examination
      ii. International Baccalaureate ("IB") Examination
   d. Other
      i. Authentic assessment to award CPL credit
9. How Transcripted/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.
10. Students may request CPL for the same course more than once.
11. Students may not request CPL credit for a course they have already taken or received transfer credit for at CCC.
12. CPL credit will not be paid for by financial aid funds

REVIEW HISTORY

ISP Committee	Reviewed	October 13, 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

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