

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 and approved by the appropriate discipline faculty of the college.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records
- Course equivalency shall be determined by the faculty of the appropriate discipline
- Students can only earn a P/NP 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/NP 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 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.

Step 2. Eligibility

The CPL Counselor will verify student and course eligibility for CPL.

Step 3: Submission

Upon verified eligibility, the CPL Counselor will forward the form the Articulation Officer with all required materials.

Step 3: Review

The Articulation Officer will verify the materials submitted are appropriate, write in the grade for credit by industry recognized training and military, and forward credit by exam and credit by portfolio request to faculty for evaluation and grade

Curriculum Committee Administrative Procedures

determination. For credit by exam, students must meet with the department chair or faculty designee to complete the credit by exam form and go through the examination process.

Step 4: Evaluation

Discipline faculty will determine course credit applicability for credit for military service/training, evaluate the assessment and determine the grade for credit by exam, evaluate the evidence and determine the grade for credit by authenticated competencies, and verify the industry recognized certifications and/or documented training. This may require faculty to meet with the student for examination or discussion. Faculty will apply the appropriate grade, sign the form, and send it back to the Articulation Officer.

Step 5: Grade Confirmation

Students will be given an opportunity to accept, decline, or challenge the grade earned through credit for prior learning.

Step 5: Transcription

Upon student acceptance, Admissions and Records will enter the resulting credit and grade into Banner.

Adopted: October XX, 2026