

ISP 360

Credit for Prior Learning (CPL) Policy

PURPOSE

Credit for Prior Learning (CPL) 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 (CPL) as possible. Credit, wherever offered and delivered, is based on documented student achievement and awarded in line with other college policies. Please note, CPL credits may not be transferred to other institutions.

SUMMARY

Credit for Prior Learning may be awarded for courses for which the College maintains an active course outline.

STANDARD

1. Departments may exempt courses from CPL. (For exceptions list see [ISP 360A Non-Challengeable Course List](#))
2. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
3. The recommending faculty member approves the awarding of credit for a particular course based on 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.
4. 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 like a student passing the course with a grade of C or better. (Departments can set this threshold higher at their discretion.)
5. 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 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 Advanced Placement (AP))
 - ii. American Council on Education (ACE) transcribed 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
6. How Transcribed/Grades:
 - a. Grades for CPL earned via CCC-administered assessments will always include a CPL notation on the student's transcript.
 - b. Successfully earned CPL credit earned via CCC-administered assessment will be noted either with a grade of A-C or Pass at the department's discretion.
 7. Credit for Prior Learning credits may not transfer to other institutions.
 8. Students may request CPL for the same course more than once.
 9. Students may not request CPL credit for a course they have already taken or received transfer credit for at CCC.
 10. Credit for Prior Learning credit will not be paid for by financial aid funds.

REFERENCES

[ISP 371 Advanced Placement \(AP\) Policy](#)

[ISP 372 International Baccalaureate \(IB\) Policy](#)

[ISP 373 College Level Examination Program \(CLEP\) Policy](#)

REVIEW HISTORY

ISP Committee	Adopted	November 22, 2024
College Council	Second Read	June 7, 2024
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