

**Credit for Prior Learning at the Institutional Level**

Southeast Community College will establish a CPL Committee that will guide the instruction for the College regarding prior learning assessment. The CPL Committee will be comprised of both SCC faculty and staff members. The CPL Committee will meet at regular intervals throughout the calendar year. CPL Committee responsibilities will include:

- Maintaining the CPL Course Eligibility Application and grading rubric
- Approval or denial of programs' CPL Course Eligibility Applications
- Maintaining SCC's CPL webpage
- Notifying internal stakeholders of any changes related to CPL
- Reviewing college-level data elements surrounding CPL courses and outcomes

The CPL Committee will develop a CPL course eligibility application that programs will need to complete and submit to the Committee in order to gain approval to grant credit for prior learning (CPL) for a course(s) in their programs. The Committee will use a rubric when considering CPL eligibility requests to ensure all courses are vetted appropriately and have a plan in place to allow students to prove competencies in the necessary areas in order for college credit to be given. The goal of the CPL Committee and the application process is to ensure CPL is being granted consistently across the College. Approved applications will trigger the CPL Committee to update the list of CPL-eligible courses on SCC's website with the assistance of the College's webmaster. The Committee will also be responsible for notifying registration, the College's Accreditation Liaison Officer (ALO), and Vice President for Instruction (VPI) of any changes to the CPL-eligible courses. Denied applications will be returned to the program with a report on which elements were missing or insufficient so that the program may correct and resubmit.

The CPL Committee will retain records of all CPL Course Approval Applications and supporting documentation, including whether the application was approved or denied for a period of seven (7) years.

While any course within a program may be eligible for CPL credit, a student must complete at least one-fourth of the credits necessary for their credential at Southeast Community College.

Additionally, the Committee will work with the Office of Institutional Research to review data related to CPL credit being granted across the College to identify trends and make recommendations regarding enhancements that could strengthen the College's CPL process.

**Credit for Prior Learning at the Program Level**

Programs at Southeast Community College are encouraged to be continually evaluating whether CPL options should exist for courses within their degree program that would allow students the opportunity to substitute prior life or work experience for college credit within the program.

Programs wishing to participate in the CPL process would start by identifying the course(s) within their area whose learning outcomes could be gained through an outside-the-classroom method. It is up to the discretion of the program to decide to participate in CPL, as well as determining which course(s) would be CPL eligible. Once a program has decided to offer CPL credit options within their program, they would

then need to complete and submit the CPL course eligibility application to the CPL Committee. Approved applications allow programs to offer CPL credit opportunities to students immediately. Denied applications will include a report on why the application was denied, and programs will be able to re-submit the application for approval as soon as the necessary adjustments to their proposal have been made.

Programs approved for CPL credit will be listed on SCC's CPL website. Program Chairs/Directors will then be responsible for completing a Master Course Form update to have the approved course(s) identified as CPL eligible in Southeast Community College's catalog for the following catalog year.

Programs will be responsible for the tracking of CPL requests within their area and are encouraged to frequently review the College's CPL website to ensure the course listings are up to date and accurate.

Programs may offer CPL credit through any of the following methods:

Credit by waiver

- Verifiable job experience
- Industry certification
- Non-credit coursework
- Military Transcript Assessment

Credit by examination

- Nationally recognized exams
  - Advanced Placement (AP) (Fees for student may apply)
  - College-Level Examination Program (CLEP) (Fees for student may apply)
  - Other exams may be considered with approval from the division dean.
- Program-specific challenge exams

Methods other than those listed above may also be used provided they have gone through and were approved by the CPL Committee through the CPL course eligibility application process.

Programs will not be allowed to grant partial course credit through CPL. Only full credit or no credit will be granted for any given course.

It is the discretion of the program to determine whether they wish to have the student complete an application to be allowed to attempt a credit by waiver opportunity. In the event that an application is required, programs must ensure the College has the appropriate support staff in place to assist students with completing this so as not to add additional barriers to the student.

**Credit for Prior Learning at the Student Level**

Current or prospective students may express an interest in the CPL process at any time through the Southeast Community College CPL Questionnaire or by contacting an SCC advisor. Individuals interested in pursuing credit for prior learning must be accepted to the College and enrolled in a program participating in CPL in order to attempt or be granted any credit for prior learning. Prior learning credits may only be applied to courses in certificate, diploma, or degree programs for the purpose of satisfying graduation requirements.

Students may not pursue credit for prior learning in a course in which they are currently enrolled, have previously enrolled, or have received a grade, including AU's, W's, I's, or N's.

For financial aid purposes, credits awarded for prior learning will count toward the student's maximum timeframe and satisfactory academic progress (but internal assessments completed by faculty and recorded as resident credit may not qualify for financial aid).

Students may be billed a processing fee not to exceed the cost the College will incur when processing the student's CPL attempt. This applies to any CPL attempts that Southeast Community College processes internally.

Any fees associated with nationally recognized third-party exams are the student's responsibility. Any credit granted for prior learning:

- Will not be given a letter grade
- Will be listed on a student's transcript as CW/PX/etc. based on the type of prior learning that was granted
- Will not be used in the computation of the student's GPA
- Will not be counted toward the enrollment for a specific term
- Will not be counted toward a student's part-time or full-time enrollment status

Students will not be allowed to obtain partial course credit through a prior learning assessment method. Students will either receive full credit or no credit for the course(s) in which they are wishing to obtain CPL.

Students who desire to appeal the denial of CPL credits should follow Southeast Community College's grievance process.

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