

# CP – 4.16.1

## CREDIT FOR PRIOR LEARNING

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*Related Board of Trustees Policy: BP: 4.16*

*OPR: Vice President for Instruction*

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### **CREDIT FOR PRIOR LEARNING (CPL)**

The College provides students with opportunities to earn credit for prior learning experiences in a variety of ways. The Registrar evaluates CPL requests and maintains a current listing of designated CPL crosswalks to individual academic programs.

### **Request for Prior Learning Assessment**

The student requests Credit for Prior Learning Assessment through the Registrar's Office and submits supporting documentation, including current certifications and/or licensures, portfolios, military documents, apprenticeship information, or college-level coursework completed at area high schools. When the student's request does not align with previously designated CPL crosswalks, the Registrar will consult with the appropriate academic departments to individually evaluate the request. The Registrar will notify the student in writing of the CPL decision.

### **Processes for Awarding Credit for Prior Learning**

The student may be awarded credit for prior learning in one or more of the following categories:

Apprenticeship: Registered apprenticeship and pre-apprenticeship experience that utilized North Carolina Community College System (NCCCS) credit or non-credit coursework will not require an assessment for prior learning when the coursework was successfully completed and entered onto the student's transcript as credit earned. All other apprenticeship experience will be individually evaluated by the College.

Certifications and Licensures: Certification (usually by a third-party industry group) is a designation that is obtained when the student is qualified to perform a task or job function. Licensure is a legal status granted by a governmental entity to practice a trade or practice. Student requests must include evidence of a valid certifications or licensures issued within the previous five (5) years. A performance demonstration of skills may be required to validate competency for a certification that was earned by means of an assessment not including a demonstration component.

Courses listed in High School to Community College Articulation Agreement: The North Carolina High School to Community College Articulation Agreement is an agreement between the North Carolina Department of Public Instruction (NCDPI) and the North Carolina Community College System (NCCCS). The statewide agreement lists specific high school Career and Technical Education (CTE) courses that match the knowledge and skills taught in similar community college courses. Students demonstrating proficiency in the high school course may receive credit at any NCCCS college, provided the student:

- Earned a grade of “B” or higher in the high school course,
- Obtained score of 93 or higher on the standardized CTE post-assessment
- Enrolled in college within two years of high school graduation, and,
- Submits official high school transcript and CTE post-assessment scores.

**Military Education and Training:** The NCCCS and University of North Carolina System Office (UNCSSO) have jointly evaluated and determined college credits for military occupations and courses. Students seeking CPL for military experience must first complete all college admissions requirements. The Registrar review the current UNCCO/NCCCS military credit crosswalk to determine the CPL award.

**Standardized Examinations:** A standardized examination is any form of test that (1) requires all test takers to answer the same questions, or a selection of questions from a common bank of questions, in the same way; and that (2) is scored in a “standard” or consistent manner. The College uses the following standardized exams:

- Advanced Placement (AP),
- College-Level Examination Program (CLEP),
- Credit for International Baccalaureate (IB),
- Defense Activity for Nontraditional Educational Support (DANTES), and,
- Cambridge International Examinations.

**Portfolio Assessment:** A portfolio is a student’s collection of work that may demonstrate competence in a designated discipline or field. Students portfolios will be evaluated by the Registrar and a program-level discipline expert or faculty member.

**Challenge Exams/Proficiency:** The College does not currently offer CPL through Challenge Exams.

**Public Safety Training Courses:** Public Safety Training (PST) courses are available for CPL award to public safety personnel who have documented professional training and/or certifications relevant to their program(s) of study. PST credit is limited to curriculum programs that include the PST prefix in the “Other Major Hours” section of the NCCCS curriculum standard.

## **Continuing Education to Curriculum**

Credit for non-curriculum, continuing education coursework may be awarded when that work is comparable in scope and meets similar outcomes as curriculum work. Students must present documentation of coursework completed through Continuing Education to the Registrar. Coursework will be evaluated for credit by a subject matter expert.

## **Credit for Prior Learning Appeal**

Students may appeal a CPL decision made by the Registrar within fifteen (15) working days. The appeal for reconsideration is made to the Registrar and should:

- Identify those portions of the CPL decision being appealed and the desired CPL award
- Include additional information and documentation to enable the Registrar’s appeal review.

The Registrar will review the appeal and consult with appropriate College subject matter experts. The Registrar will notify the student in writing regarding the appeal decision within ten (10) working days of the date of appeal submission.

**Final Appeal**

Following the Registrar's appeal decision, the student may make a final appeal to the Vice President for Instruction within fifteen (15) working days. The appeal should:

- Identify those portions of the CPL decision being appealed and the desired CPL award
- Include additional information and documentation to enable the Vice President's appeal review.

The Vice President will review the appeal and consult with appropriate College subject matter experts. The Vice President will notify the student in writing regarding the appeal decision within ten (10) working days of the date of appeal submission.

The Vice President's decision is final and not subject to further appeal.