

3354:1-30-03.14 Credit for Prior Learning procedure

(A) Cuyahoga Community College (the “College”) acknowledges that college level education can be obtained through a variety of experiences; therefore, the College may award Credit for Prior Learning (“CPL”) for demonstrated relevant college level education acquired through non-traditional schooling, work or other life experiences.

- (1) The College may award CPL to students upon demonstration of knowledge equivalent to that gained through college courses by documenting the learning through an approved evaluation process.
- (2) Students may apply for CPL at any time after admission to the College. Credit approved through the evaluation process will be posted to the student’s transcript.
- (3) The College may require additional documentation from the student depending on the type of CPL the student requests.
- (4) A student may obtain a maximum of 30 semester credits of CPL.
- (5) The College will not use awarded CPL in the calculation of a student’s grade point average or quality points.
- (6) The College will not count CPL toward the minimum of 20 hours required to be eligible to receive a degree from the College.
- (7) Please be aware that CPL awarded at the College may not transfer as credit to other colleges or universities.

(B) Award Process

- (1) Students interested in pursuing one of the recognized options for CPL must complete and submit appropriate online forms, with supporting rationale.
- (2) The Dean of Academic Affairs or Center of Excellence Dean will confirm receipt of the faculty’s final determination of credit to be awarded. Students will receive email notification throughout the process and as to the course credits to be granted.
- (3) Students must pay required fees associated with CPL through the College Campus Enrollment Center.
- (4) The credit will be posted to the student’s transcript by the Office of the Registrar once the fee is paid.

(C) Appeal Process

- (1) In the event of a CPL request denial, a student has ten (10) business days from the date of denial notification to submit the online Request of Credit for Prior Learning Appeals Form.
- (2) The basis of any appeal is limited to an examination of the process and exam score calculation.
- (3) Within three (3) business days of receipt of the student's Request of CPL Appeals Form, the Academic Dean will notify the appropriate Associate Dean of the student's decision to appeal.
- (4) Within eleven (11) business days of notification from the Academic Dean, the Associate Dean will appoint and convene a CPL Peer Review Panel ("Panel") and provide the Panel with the CPL Appeals Form.
- (5) CPL Peer Review Panel
 - a. The Associate Dean will appoint a Panel composed of three tenured faculty members, preferably from at least two campuses. Faculty within the discipline are preferred but not required as the Panel's examination is limited to the process and calculation, not the subject matter.
 - b. If tenured faculty within the discipline are not available, tenured faculty in other disciplines are preferred over tenure-track faculty within the discipline.
 - c. The Panel will select a chairperson who may remove or replace Panel members.
 - d. The Panel will render a final decision and notify the appropriate Associate Dean within ten (10) business days of receiving the student's CPL Appeals Form.
 - e. The Panel's decision is final.

(D) Options for Awarding Credit for Prior Learning

- (1) Advanced Placement Credit (AP): The College accepts academic credits earned while in high school as measured by the College Entrance Examination Boards Advanced Placement Program. Students must score 3 or higher on a subject area examination. The student must send official transcripts to the Office of the Registrar.

- (2) By-Pass Credit (BYP): The College may award By-Pass credit for learning attained through documented, valid academic and/or equivalent work experience, including professional certification licensing, and completion of formal training programs. A student may request BYP credit for a specific course only once.
 - a. The College will not award By-Pass credit based on credit by examination.
 - b. The College may award CPL for portfolio assessment based on departmental review. See CPL Handbook for further instructions.
- (3) College Level Examination Program (CLEP) includes general and subject specific exams in a variety of areas. The College will award CPL to students for successful completion of the CLEP general and subject area examinations.
- (4) Challenge Exam (EX). The College offers many courses for which it may award CPL if a student takes and passes a comprehensive exam on the course subject.
 - a. The College may give a student the opportunity to demonstrate college level by successfully completing an examination in a particular subject area. A student may take a Challenge Exam for a particular course only once.
 - b. Faculty determine appropriate courses eligible for a Challenge Exam and the passing score the students must attain to receive credit.
- (5) Career-Technical Assurance Guides (CTAG): Students who successfully complete approved secondary or adult career technical programs are eligible to receive technical credit at Ohio's public institutions of higher education. To be awarded CTAG credit at the College, students must confirm that the College offers a degree program in the student's career-technical field and the student must send appropriate documentation to the Office of the Registrar.
- (6) Dantes Subject Standardized Tests (DSST) is a group of standardized tests developed for the voluntary education programs of the U.S. Armed Forces which have now been made available for civilian use. The civilian tests are administered through the Educational Testing Service (ETS).
- (7) Industry-Recognized Transfer Assurance Guides (ITAG): Statewide transfer initiative that guarantees the award of college-level credit to students earning agreed upon industry-recognized credentials. For more information on recognized credentials and the process to receive credit, see the Tri-C Credit for Prior Learning webpage.
- (8) International Baccalaureate Diploma Program (IB) Credit: The College may award IB credit if a student has earned qualifying scores. Qualifying scores are referenced on the CPL webpage.

- (9) Military Training Credit (MC): The College may award CPL for training a student received while a member of the armed forces. The College awards credit based on recommendations of the ACE publication, “American Council on Education Guide to Evaluation of Educational Experiences in the Armed Forces”.
- (10) Military Assurance Guides (MTAG): Students who successfully complete approved military programs are eligible to receive credit at Ohio’s public institutions of higher education.
- (11) Standardized Training and Certification Programs: A student may earn CPL for numerous standard training and certification programs. The College awards credit based on recommendations of the ACE publication, “American Council on Education National Guide to Educational Credit for Training Programs”.
- (12) Technical Preparation Credit (TPC): Students may earn CPL if they have completed the Tech Prep program and graduated high school. See the Tri-C Credit for Prior Learning webpage for additional information.
- (E) President or the President’s designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: February 1, 2023

Procedure Amplifies: 3354:01-30-03