CENTER FOR EDUCATIONAL MEASUREMENT AT EXCELSIOR COLLEGE

SAMPLE POLICY FOR THE AWARDING OF CREDIT FOR PRIOR LEARNING (CPL)

(Adapted from CAEL)

_____ is committed to recognizing students' prior and non-institutional learning, and whenever applicable, will award academic credit for such learning. Non-institutional learning is defined by _____ as any formal, structured learning experienced outside of the traditional institutional setting. Such programs may be sponsored by the military, examination providers, national and local unions and apprenticeship training programs, governments, corporations, certification boards, career training institutes, and other regionally accredited educational providers.

The benefit of obtaining credit for prior learning:

- Save time and money: Credit for prior learning eliminates duplicative learning and may accelerate time to degree completion and reduce the cost of overall degree to the student.
- Provide motivation: Research conducted by the Council for Adult & Experiential Learning (CAEL) indicates that students granted credit for prior learning are more likely to enroll, persist, and complete a degree program, increasing native course registrations at accepting institution.

The following policy is in keeping with regulations established by the (state governing body and statute, if applicable) and (regional accreditor and guideline) and will govern the awarding of non-institutional and life/work credit at _____.

Course Credit for Evaluated Prior Learning

1) _____ may award academic credit when a student presents admissible proof of the successful completion of a proficiency examination, course, workforce or military training program or other non-traditional learning experience which has been evaluated via an internal faculty review process, presented on a transcript from an accredited institution, or assessed for credit recommendations by one of the following third-party assessors: The American Council on Education (ACE) CREDIT, National College Credit Recommendation Service (NCCRS, formerly PONSI) as listed in the NCCRS Course Credit Directory, or the Center for the Assessment of Post-Traditional Instruction, Training and Learning (CAPITAL) at Excelsior College

    Recognized proficiency examinations include Excelsior College Examinations, UExcel Examinations, DSST, and CLEP.   Other examination programs may be added, including new brand names by existing providers, or new providers who have undergone faculty review or third party review.

    Admissible proof: an official transcript from a regionally accredited institution, or official student verification of learning letter provided directly by the sponsoring organization, Official ACE credit transcript, or credit bank transcript.

2) _____ may award up to _____ credits toward the associate degree; _____ credits toward a bachelor's degree, and _____ credits toward a graduate degree, provided there is no duplication of other academic credit and the scores or grades presented meet institutional standards. (Pass = C or better for undergraduate level, B or better for graduate level) Awarded credit is generally listed as "pass/fail" and will not affect grade point average calculation.

Course Credit for Portfolio Evaluation

1) Successful completion of a _____ prior learning assessment course (and/or LearningCounts.org) allows a student to submit a portfolio for faculty credit assessment. Fees will only be assessed for course registration and assessment of the resulting portfolio. Students will not be charged a per credit fee for any credit granted from the portfolio review. Requirements: Students must have completed the equivalent of an introductory English Composition course.