

**4235 – Credit for Prior Learning**

Students may earn academic credit for prior learning experiences, including work at other schools, work experience, military training, volunteer work and independent study. The Vice President of Instructional Services and Vice President of Student Services shall collaborate to establish administrative procedures and specific criteria to implement this policy.

Credit for Prior Learning (CPL) allows students to demonstrate their mastery of subject matter through various means, including but not necessarily limited to: Transcript evaluation, CPL Portfolio, Course Challenge Exams, College Level Examination Program (CLEP) Exams, Advanced Placement (AP) and International Baccalaureate (IB) Scores, American Council on Education (ACE) guidelines for military credit, and articulation of professional and industry licenses and certifications.

**Legal Reference(s):**

1. Northwest Commission on Colleges and Universities, Standard 1.C.8
2. ORS 350.417 (Advanced Placement Exams)
3. ORS 250.110 (Credit for Prior Learning)
4. ORS 341.506



## ADMINISTRATIVE RULE

Approved Date: MM/DD/YY  
Effective Date: MM/DD/YY  
Last Revised: MM/DD/YY

<b>Rule Number/Name:</b>	040.020.000 Credit for Prior Learning - General
<b>Responsible Department:</b>	Instructional Services
<b>Authority:</b>	Dean of Teaching & Learning Foundations

### Overview

Credit for Prior Learning (CPL) is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.

### Applicability

Faculty, Academic Deans/Directors, Curriculum Office, Registrar, Student Services and Instructional Services Staff and Administration

### Administrative Rule Statement

Columbia Gorge Community College awards and transcripts college credit for courses within the college's catalog of course offerings based on multiple forms of Credit for Prior Learning, including:

- Credit for Prior Learning Portfolio
- Course Challenge Exams
- College Level Examination Program (CLEP) Exams
- Advanced Placement (AP) and International Baccalaureate (IB) Scores
- American Council on Education (ACE) guidelines for military service
- Articulation of Professional and Industry Licensures

### Guidelines:

- Maximum number of Credit for Prior Learning (CPL) allowable for any degree or certificate:
  - AAS and AGS degrees and certificates: A maximum of 66 percent of degree or certificate requirements may be completed using CPL.

- AAOOT, AS, AAT, AST: A maximum of 25 percent of degree requirements may be completed using CPL.
- CPL may not be used to fulfill CGCC residency requirements.
- The awarding of partial course credit for any form of CPL is not allowed.
- CPL may only be granted for active courses that exist within the college's catalog at time of application for CPL credit. Not all courses may be eligible for CPL credit.
- Students may not request CPL for a course they have already taken or received transfer credit for at CGCC.
- Students must have an established transcript at CGCC before CPL credit can be awarded.
- CPL credit is awarded as Pass/No Pass only.
- CPL credit recorded on the official institutional transcript should be notated as CPL.
- Documentation used to support CPL credits awarded will be maintained as part of the student's official institutional academic record in accordance with institutional records retention standards.
- Fees are applied for transcription of course credits awarded via CPL.
- CPL credit is not covered by financial aid funds or tuition waivers.

### **Definitions**

- A. CPL Portfolio: Portfolio is a process by which students can earn credit for active Columbia Gorge Community College (CGCC) course offerings, as described in the current CGCC catalog. Credit is awarded based on demonstration of mastery of subject matter via a prepared Portfolio using the college's approved Portfolio Template.
- B. Course Challenge Exams: Students may elect to challenge a course for credit prior to enrollment in the course. Only select credit courses are eligible for challenge.
- C. College Level Examination Program (CLEP) Exams: Subject matter examinations that are nationally normed.
- D. Advanced Placement (AP) and International Baccalaureate (IB) Exam Scores: National and internationally normed exams that may, potentially, translate to college credit.
- E. American Council on Education (ACE): Provides skill and competency frameworks for aligning educational credits with time on task in training and occupations.
- F. Professional and Industry Licensure: Licensures/certifications granted by an official agency/institution that have been brought before and preapproved by the college's

Curriculum Committee as fulfilling specified course credits within the college's course offerings.

- G. *CGCC Residency Requirement*: Minimum number of credits required to be taken at CGCC in order to earn a degree or certificate. 34% of required credits toward the completion of a degree and/or certificate must be earned at CGCC.

### **Interpretation of Administrative Rule**

Dean of Teaching & Learning Foundations

### **Cross Reference to Related Administrative Rules**

1. **AR 040.021.000** Credit for Prior Learning – Portfolio
2. **AR 040.022.000** Credit for Prior Learning – Challenge Exams
3. **AR 040.023.000** Credit for Prior Learning – Licensure/Certification

### **Further Information**

Dean of Teaching & Learning Foundations

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### **Strategic Direction**

Strategic Priorities:

- Ensuring equitable access to education
- Advancing equitable student learning and educational outcomes

### **Appendix**

1. BP 4235 Credit for Prior Learning