

# Curriculum Committee Meeting Agenda

## Voting Committee Members

Chair – Andrea LoMonaco (Business)

Vice Chair – Pam Koop (Math)

Ashley Beardmore (on leave  
spring term) (Science)

Leigh Hancock (Art/Comm)  
Mimi Pentz (Nurs/Hlth Occ)  
Stephen Shwiff (Soc Sci/Ed)

Robert Wells-Clark (Tec/Trd)  
Vacant (Inst Dean/Dir)

Kristen Booth (Pre-College)

## Non-Voting Committee Members

Jarett Gilbert (VP Instructional Services)

Jared Dill (Student Services)

Susan Lewis (Curriculum)

## Support Staff

Sara Wade (Instructional Services)

## Guests

Janie Griffin

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## **January 23, 2025 3:30 – 5:00 pm**

The Dalles Campus, room 1.162 (Board Room, Building 1 next to cafe)

Hood River Center, room 1.209 (conference room)

Zoom log-in: <https://cgcc.zoom.us/j/86457853619>; Meeting ID: 864 5785 3619; phone in: 1-253-215-8782

## Old Business:

1. General Education requirements for AAS degrees – **ACTION ITEM**: meet with IC and LC to gain feedback from additional constituents (postponed until February 6, 2025)
2. 3-4 Credit Conversion policy (moved to New Business)
3. Substitution of Courses policy (moved to New Business)
4. Credit for Prior Learning – maximum credits allowed per award (moved to New Business)
5. Split Science Courses – Lecture/Lab – and Gen Ed Designations (postponed until retreat)

## Submissions <sup>1</sup>

1. Janie Griffin (3:40 – 3:50pm)
  - NRS 222 Nursing in Acute Care II and End of Life Care (Contact Hour/Credit Change)

## New Business (decisions may be made)

1. 3-4 Credit Conversion policy <sup>2,3</sup>
2. Substitution of Courses policy <sup>2,3</sup>
3. Credit for Prior Learning – maximum credits allowed per award <sup>2,4</sup>

## Discussion Items

1. none

Next Meeting: February 6, 2025

Attachments: <sup>1</sup> Submissions: 1 Contact Hour/Credit Change; <sup>2</sup> December 5, 2024 Minutes; <sup>3</sup> 3-4 Credit Conversion, Substitution of Courses; <sup>4</sup> CPL catalog info, CPL Oregon CCs, CPL AR draft

## Columbia Gorge Community College

### Contact Hours / Credit Change

(Double click on check boxes to activate dialog box)

SECTION #1 GENERAL INFORMATION			
Department	Nursing	Submitter name: Phone: Email:	Janie Griffin 541-506-6140 jgriffin@cgcc.edu
Course prefix and number	NRS 222	Course title	Nursing in Acute Care II and End of life Care
Contact and Credit Hours • 1 credit of lecture meets 1 hr /wk, plus 2 hrs/wk of study for 10 weeks = 30 hr • 1 credit of lec-lab meets 2 hr/wk, plus 1 hr of study, for 10 weeks = 30 hr • 1 credit of lab or cooperative ed meets 3 hrs/wk, with minimal outside study, for 10 wks = 30 hr			
Current Contact And Credit Hours		Proposed Contact And Credit Hours	
Lecture	40	Lecture	40
Lab	150	Lab	120
Lecture/Lab		Lecture/Lab	20
Total weekly contact hours	19	Total weekly contact hours	18
Total credits	9	Total credits	9
Reason for change:	Clinical learning activities have been created to support and reinforce the nursing concepts being present each week. Each case requires different skills, nursing interventions and critical thinking, they are mock cases the students need to work through as a group in the classroom or skills lab. Student present the cases, work though them and demonstrate appropriate nursing interventions.		
<b>LEARNING OUTCOMES:</b> Are learning outcomes affected by this change. If you are adding or removing credits, then it is expected there will be a change in the outcomes.			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, then revise the course learning outcomes by completing a course revision form found on the curriculum website.		
<b>IMPACT ON DEGREE AND CERTIFICATES:</b> Are there degrees or certificates affected by this change?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, complete a degree/certificate change form located on the curriculum website.		
<b>IMPACT ON OTHER DEPARTMENTS:</b> Are there changes that will impact other departments? Are there degrees or certificates that require this course as part of their program or as a prerequisite?			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please explain and describe how the impact was resolved		

Have you consulted with department chairs from other disciplines regarding potential course duplication, impact on enrollment or content overlap?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please describe	
Implementation term		<input checked="" type="checkbox"/> Next available term after approval <input type="checkbox"/> Specific term (if after next available term):

SECTION #2 DEPARTMENT REVIEW		
<i>"I vouch that this submission has been reviewed by the affiliated department chair and department dean/director and that they have given initial authorization for this submission. I am requesting that it be placed on the next Curriculum Committee agenda with available time slots. I understand that I am required to complete and submit, prior to the day my submission is reviewed by the Curriculum Committee, a Course Signature Form signed by the department chair and dean/director."</i>		
Submitter	Email	Date
Janie Griffin	jgriffin@cgcc.edu	
Department Chair (enter name of department chair): Janie Griffin		
Department Dean/Director (enter name of department dean/director): Janie Griffin		

#### NEXT STEPS:

1. Save this document as ContHrChg.course prefix and course number (e.g. ContHrChg.HST 204). Send completed form electronically to [curriculum@cgcc.edu](mailto:curriculum@cgcc.edu) or [slewis@cgcc.edu](mailto:slewis@cgcc.edu).
2. Refer to the curriculum office website for the Curriculum Committee [meeting schedule and submission deadlines](#). You are encouraged to send submissions prior to the deadline so that the curriculum office may review and provide feedback.
3. Submissions will be placed on the next agenda with available time slots, and you will be notified of your submission's estimated time for review. The Curriculum Office will send a signature page to your department chair and department dean/director that may be completed electronically. Signature pages must be received by the Curriculum Office the day before the Curriculum Committee meeting for which the submission is scheduled. Submissions without signed signature pages will be postponed.
4. It is not mandatory that you attend the Curriculum Committee meeting in which your submission is scheduled for review; however, it is strongly encouraged that you attend so that you may represent your submission and respond to any committee questions. Unanswered questions may result in a submission being rescheduled for further clarification.

## Curriculum Committee Minutes

December 5, 2024

Location: TDC Boardroom 1.162, HRC Conference Room 1.209, Zoom

### PRESENT:

#### Voting Committee Members

Chair- Andrea LoMonaco (Business)

Vice Chair- Pam Koop (Math)

Mimi Pentz (Nursing/Health)

Stephen Shwiff (Social Science)

Ashley Beardmore (Science)

Kristen Booth (Pre-Coll/ESOL)

Leigh Hancock (Art,Cult,Comm)

Tori Stanek (Inst Dean)

#### Non-Voting Members

Jarett Gilbert (VP Instructional Services)

Susan Lewis (Curriculum)

Jared Dill (Student Services)

#### Support Staff

Sara Wade (Instructional Services)

#### Guests

Janie Griffin, Sara Mustonen

#### Absent

#### Voting Members:

Robert Wells-Clark (Tech/Trade)

#### Non-Voting Members

Item	Discussion	Action
<b>Call to Order:</b>	Chair Andrea called the meeting to order at 3:33 pm.	
<b>Approval of October 24, 2024 Minutes</b>	<b>Motion: approve as written.</b>	Motion: Pam 2nds: Kristen 6 in favor – 0 opposed – 0 abstains
<b>Submissions:</b>		
NRS 222 Nursing in Acute Care II and End of Life Care (Contact Hour/Credit Change)	<b>Motion: approve as written.</b>	Motion: Kristen 2nds: Pam 6 in favor – 0 opposed – 0 abstains
IC Proposal for Mandatory FYE in AAOT, AS, and AGS	<b>Motion: approve as amended to include the MTMs, contingent on IC review and agreement to add the four MTMs to the proposed mandate.</b>	Motion: Mimi 2nds: Andrea 6 in favor – 0 opposed – 0 abstains

MTH 95L Corequisite for Intermediate Algebra (Course Revision:#)	<b>Motion: approve as written.</b>	Motion: Mimi 2nds: Andrea 6 in favor – 0 opposed – 0 abstains
<b>Discussion Items:</b>		
1. 3-4 Credit Conversion policy	<p>Questions and concerns have been expressed by Student Services and the Registrar’s Office about the use of the 3-4 credit conversation policy.</p> <ul style="list-style-type: none"> <li>• Susan explained the history of how the 3-4 credit conversion policy came into existence. Following a decision by Oregon community colleges in the mid-2000s, many colleges revised the majority of their LDC courses from 3 credits to 4. At the same time, a good faith agreement was reached that those colleges that moved to 4-credit courses would continue to accept the 3-credit versions in transfer as fulfilling a requirement. For example, WR121 requirements could still be fulfilled by the 3-credit version even though WR121 at CGCC became 4 credits. However, overall credits needed for degree completion would not be satisfied and the missing credit would need to be “made up.”</li> <li>• Historically, CGCC registrars have entered 4 credits on the transcript for 3-credit courses such as WR121 although it was transferring in from a CC where the course was only 3 credits.</li> <li>• Concern by committee members that if we are transferring a 3-credit class and give students 4 credits, was the 3-credit version rigorous enough? Do students get enough credit hours? The course is inherently 25% less.</li> <li>• In the case of WR121, it was posited that the information literacy components of the course were removed or not added in the 3-credits versions.</li> <li>• The committee discussed the possibility of creating an extra 1 credit course for students to take to make up the missing credit.</li> <li>• Another option could be to ensure knowledge through a challenge exam on any missing content, as well as the credit.</li> <li>• We could change the language in regard to course requirements to reflect completion of courses rather than a</li> </ul>	

	<p>specific number of credits. This would allow the degree requirement to be fulfilled by either a 3- or 4-credit version. This would also be pertinent in regards to gen ed requirements.</p> <ul style="list-style-type: none"> <li>• Question posed regarding how long transfer credit are good for? Transfer credits are good forever.</li> </ul> <p><b>The discussion was tabled to a later meeting due to meeting time constraints. The committee was asked to individually think further on the issue in preparation for further discussion.</b></p>	
2. Substitution of Courses policy	<p>Questions arose about what is acceptable around course substitution for degree pathways.</p> <p>Currently there have been instances where courses have been substituted that only have a common prefix/subject code. For example, it might be considered acceptable to substitute BA 226 Business Law I for BA 223 Principles of Marketing based on them both being BA courses and even though the course content is completely different. Seems more likely to happen because students haven't taken the required course and they want to graduate before it will be offered again.</p> <p>Course substitution may impact other requirements beyond the course itself. Courses may be fulfilling Related Instruction or Gen Ed requirements that the substitute doesn't fulfill.</p> <p>Clarification of what would qualify as a course substitute is needed.</p> <p><b>The discussion was tabled to a later meeting as more time was needed for the subject. The committee was asked to individually think further on the issue in preparation for further discussion.</b></p>	
3. Credit for Prior Learning – Maximum credits allowed per award	<p>Discussion on setting a cap of number of credits that can be earned by Credit for Prior Learning (CPL). Several options were proposed:</p> <ul style="list-style-type: none"> <li>• NWCCU's previous requirement of 25% maximum was removed from the standards in 2020. Some people feel that this is still a good level.</li> <li>• CGCC has some AR documentation limiting non-traditional credit to 45 credits</li> <li>• CPL task force opinions ranged from less than 25% to 100%.</li> <li>• Allow CPL up to the limit of the residency requirements.</li> </ul>	

	<p>Concerns expressed about being a degree mill. Others felt this was the new direction of higher education and provided greater equity through recognition of what students bring with them from past experience.</p> <p><b>The discussion was tabled to a later meeting as more time was needed for the subject. The committee was asked to individually think further on the issue in preparation for further discussion.</b></p>	
4. Split Science Courses – Lecture/Lab - Gen Ed Designations	<b>Postponed to January 23, 2025 meeting.</b>	
<b>Meeting Adjourned: 5:04pm</b>	<b>All in favor to end the meeting. Chair Andrea closed the meeting at 5:04pm.</b>	<b>Next Meeting: January 23, 2025</b>

### **3-4 Credit Conversion & Credit Substitution**

#### **Three-to-Four Credit Conversion (CGCC 2024-25 catalog pg. 11)**

Some lower division collegiate courses (LDC) have changed to four credits. For degrees and certificates requiring specific LDC courses, the three credit version of the same course is generally accepted. Comprehensive degree and certificate minimum requirements must be met.

#### **Credit Substitution (CGCC 2024-25 catalog, pg. 128)**

Students have the right to petition for the substitution of course work to meet degree and/or certificate requirements. No student may graduate with fewer than the required number of credits in a degree or certificate. Credit can be given for a substitution of additional coursework, but the number of credits cannot be waived.

Requests for substitutions of course work in the ASOT, AAOT, AS and AGS degrees require approvals by the Registrar in accordance with generally accepted practices.

Requests for substitution of coursework in AAS degrees and certificates require approval by the department chair from which the student is earning the degree and/or certificate, consistent with degree outcomes.

All substitutions must meet state guidelines for each degree or certificate as established by the State of Oregon's Higher Education Coordinating Commission degree and certificate rules. The Registrar's office provides institutional approval for substitution decisions based on accreditation standards, government regulations and degree outcomes. Substitution forms are available online or at Student Services.



## **Credit for Prior Learning Catalog Information**

(CGCC 2024-25 Catalog, pgs. 128-130)

### **Other Academic Credits**

#### **Independent Study**

Independent Study courses are those completed in a self-paced format with limited instructional support. A limited number of courses may be taken as independent study classes when a lecture class is not an option and must be approved in advance by the Vice President of Instructional Services.

#### **Course Challenge for Credit**

Students may elect to challenge a course for credit prior to enrollment in the course. Only select credit courses are eligible for challenge.

- Students must be currently registered in credit courses or have previously completed credit courses at Columbia Gorge Community College in order to challenge a course.
- Challenge credit may not be used to meet the residency requirement or count towards financial aid award status.
- Students may take the challenge exam for a given course only once.
- Students may not challenge a course in which they have previously enrolled and received a letter grade (A, B, C, D, F, P, or NP).
- The department may issue a letter grade or “Pass” for successful completion of a challenge.
- No more than 25 percent of required degree or certificate credits can be met through course challenge.

If the challenge is successful and a student would like the credit transcribed, payment of the course tuition rate in effect at the time of testing is required. If the challenge test is for competency to meet a prerequisite, the student only pays for the testing fee. All challenge courses will appear on a transcript as “by examination.”

#### **Non-Traditional Credit**

- Students must have an established transcript at CGCC before non-traditional credit can be awarded.
- A maximum of 45 credits of non-traditional credit may be granted.
- Non-traditional credit may not be used to establish CGCC’s residency requirement.
- Only those subject areas taught by CGCC will be considered.

#### **Non-Traditional Credit Evaluation**

Only college credit CGCC students may request a non-traditional credit evaluation. The student must submit to the Registrar verification of completion of non-traditional credit by nationally standardized tests such as Advanced Placement Scores (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), and other non-accredited training programs. Each evaluation requires that all documentation and the Non-Traditional Credit form must be submitted. Information on how the test scores convert to credit is located on the Credit for Prior Learning webpage at [cgcc.edu/CPL](http://cgcc.edu/CPL).

## **Credit for Prior Learning**

[cgcc.edu/CPL](http://cgcc.edu/CPL)

Credit for Prior Learning 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.

By participating in this program, students can save time and money by accelerating their degree completion and reducing the number of courses they need to take. They can also focus on courses that are more relevant to their career goals and interests, and gain a competitive edge in the job market by demonstrating their skills and knowledge.

### **Advanced Placement Scores (AP)**

The AP Program is a series of college-level courses and exams that students can take while still in high school. If a student earns a high enough score on an AP exam, they may be eligible to receive Columbia Gorge Community College Credit.

Students must submit an official AP exam score report along with a Non-Traditional Credit form to Student Services. Upon receipt of the required documentation, the Registrar will apply the applicable courses to the student's record.

Information on how test scores convert to credit is located on the Credit for Prior Learning webpage at [cgcc.edu/CPL](http://cgcc.edu/CPL).

### **College Level Examination Program (CLEP)**

The CLEP is a set of standardized exams that allow students to earn college credit for knowledge they already have, based on their prior education or experience. CGCC accepts CLEP scores for some, but not all, subject areas.

Students must submit an official CLEP score report to the Student Services along with a Non-Traditional Credit form. Upon receipt of the required documentation, the Registrar will apply the applicable courses to the student's record.

Information on how test scores convert to credit is located on the Credit for Prior Learning webpage at [cgcc.edu/CPL](http://cgcc.edu/CPL).

### **International Baccalaureate (IB)**

The IB Program is a comprehensive curriculum for students in grades K-12 that emphasizes critical thinking, creativity, and global awareness. Students who complete the program and pass the exams may be eligible to receive college credit or advanced standing at many colleges and universities. The program offers courses in a variety of subjects, including English, math, science, history, and foreign languages.

### **Military Service Credit**

American Council on Education (ACE) guidelines will be used with discretion when considering military credit for courses (not occupations) documented on the DD- 214 and/or other official training

documents. Typically, credit is considered only when it is equivalent to regular course offerings at CGCC, when it is not duplicated, and when it is applicable to a student's degree requirements.

CGCC will award two (2) credit hours toward PE requirements for Basic Training. The fee will be waived for the PE credits. CGCC accepts a maximum of twelve (12) Career and Technical Education (CTE) credits toward electives. Students must submit documentation along with a Request for Awarding Military Credit form to Student Services.

### **Veterans Education Benefits**

Students using any type of Federal Veterans Administration (VA) Education Benefit are required to have all prior credit history evaluated. It is the student's responsibility to request official transcripts from all previous colleges and submit them to the CGCC Student Records Office. A student's first term of VA benefits may be certified while waiting for transcript evaluation, however no subsequent terms will be certified for VA Benefits until transfer credit evaluation is complete. All credits will be evaluated and transferred according to the policies stated in this catalog.

CGCC will award two (2) credit hours toward PE requirements for Basic Training. The fee will be waived for the PE credits. CGCC accepts a maximum of twelve (12) Career and Technical Education (CTE) credits toward electives. Students must submit documentation along with a Request for Awarding Military Credit form to Student Services.

### **Course Work at Non-Accredited Institutions**

Credit may be granted for course work completed at training sites other than those listed in the "Transfer Credit Practices Directory" published by the American Association of Collegiate Registrars and Admissions Officers.

Students must furnish detailed training records, course outlines and, whenever possible, transcripts. Individual departments will evaluate and assign CGCC equivalencies. Only those subject areas taught by CGCC will be considered. Contact the Registrar for more information.

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institution	percentage	# of credits	type of CPL	comments
PCC	not exceed 25% of credits applied to degree or certificate	not listed	institutionally assessed: <ul style="list-style-type: none"> <li>• Challenge Exam</li> <li>• Portfolio</li> <li>• Performance Evaluation</li> </ul>	<p>Students are responsible for providing official transcripts, score reports, certifications, or any documents required for conducting a CPL evaluation.</p> <p>The challenge measurement and process established by the <a href="#">Subject Area Committee</a> (SAC) shall assess whether a student has met the course content and outcome objectives so that credit can be awarded. An instructor who teaches the course shall determine the grade earned by the student.</p>
PCC		not listed	externally assessed: <ul style="list-style-type: none"> <li>• Crosswalk: <ul style="list-style-type: none"> <li>◦ industry certifications</li> <li>◦ professional licensure</li> </ul> </li> <li>• US Military</li> <li>• CLEP; AP</li> <li>• DANTES (DSST)</li> </ul>	<p>According to accreditation standards, externally assessed CPL is not considered credit for prior experiential learning so it is not subject to the 25% limit on the credits applied to a degree or certificate.</p> <p>Externally assessed CPL is awarded in subject areas that PCC offers and may include specific course numbers or elective credit in that subject area. A SAC member shall recommend the amount of credit awarded.</p> <p>Externally assessed CPL is transcribed in the same manner as transfer credit and is not considered institutional credit.</p>
BMCC	limited to earning 25%* of a degree or certificate	crosswalk articulations listed; CLEP, AP scoring tables provided	options: <ul style="list-style-type: none"> <li>• Challenge Exam</li> <li>• CLEP; AP</li> <li>• Industry Credentials</li> <li>• US Military</li> <li>• Apprenticeship</li> <li>• Portfolio</li> </ul>	<p>Note: *may expand for Industry Certifications/Crosswalk work experience; Fire Science CPL eligibility = 28% of AAS; or 27/96 total credits for degree completion.</p> <p>Based on the information in the portfolio, college credit may be granted. BMCC's Business Administration Department offers a PLA option to earn credit for specific courses toward degree completion.</p>

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KCC	not exceed 25% of credits applied to degree or certificate	not listed	<p>institutionally assessed:</p> <ul style="list-style-type: none"> <li>• Challenge Exam</li> <li>• Portfolio</li> <li>• Performance Evaluation</li> </ul>	<p>Institutionally assessed CPL is awarded for active KCC courses. Not all courses can be challenged. Students who believe that they satisfy the content and outcome objectives of a current KCC course must obtain the approval of the appropriate faculty program or discipline lead to challenge the course. <a href="#">CPL requirements on form.</a></p> <p>Students cannot challenge courses in which they are currently enrolled or that already appear on their transcripts. A course may only be challenged once. The Faculty program or discipline lead will establish the challenge measurement and assess whether a student has met the course content and outcome objectives so that credit can be awarded.</p>
KCC		not listed, contact Office of the Registrar	<p>externally assessed:</p> <ul style="list-style-type: none"> <li>• Crosswalk: <ul style="list-style-type: none"> <li>◦ industry certifications</li> <li>◦ professional licensure</li> </ul> </li> <li>• US Military</li> <li>• CLEP; AP</li> <li>• DANTES (DSST)</li> </ul>	<p>Externally assessed CPL is awarded in subject areas that KCC offers and may include specific course numbers or elective credit in that subject area. The program or discipline lead shall recommend the amount of credit awarded.</p> <p>Students are responsible for providing official transcripts, score reports, certifications, or any documents required for conducting a CPL evaluation. Externally assessed CPL is transcribed in the same manner as transfer credit.</p>
MHCC	maximum of 25% credits applied to degree or certificate	GED, AP, CLEP, IB, and DANTES scoring tables provided	<ul style="list-style-type: none"> <li>• Course Challenge</li> <li>• Certification cards or licences</li> <li>• Employer documentation</li> <li>• Portfolio</li> <li>• Completion of a non-credit training program</li> <li>• CLEP; AP; IB</li> <li>• DANTES (DSST)</li> <li>• GED scores</li> </ul>	<p>Even with CPL, all requirements for certificate and degree programs must be met. Requests for CPL without evidence or documentation of prior learning will automatically be denied.</p> <p>Must earn 12 credit hours prior to Course Challenge. Maximum number of Course Challenge credits eligible is 22.5; or 25% of credits for a degree.</p> <p>Must have approval from division dean. Payment required prior to taking the test. Graded P/NP only. No drop/withdrawal option once a course challenge test has been taken.</p>

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COCC	<p>Credit for prior certification does not apply to meeting residency requirements for a COCC certificate or degree.</p> <p>(no additional information found on website)</p>	AP, CLEP, and IB scoring tables provided	<ul style="list-style-type: none"> <li>• Course Challenge</li> <li>• Credit for Prior Certifications</li> <li>• CLEP; AP;IB</li> <li>• US Military</li> </ul>	<p>Students cannot challenge a course: At a lower level than ones in which they have already demonstrated competency, nor at a lower level than ones in which students have already registered. Course/s in which they have already taken. Course/s in which experiencing the course itself is essential. In order to meet residency requirements for a degree.</p> <p>Students in career and technical education programs may receive credit for prior certification if they have completed a course, training, or other program that is taught to state, national or other officially recognized standards. Credit is not awarded for other life experiences. Students interested in receiving credit for prior certification must submit official copies of prior certifications to the program director, along with a credit for prior certification request form. Once approved, students will then forward the documentation to the Transcript and Degree Evaluation department in Admissions and Records.</p>
Clackamas CC	not exceed 25% of credits applied to degree or certificate	AP, CLEP, and IB scoring tables provided	<ul style="list-style-type: none"> <li>• Course Challenge</li> <li>• Performance Assessment (including industry certifications)</li> <li>• CLEP; AP;IB</li> <li>• US Military</li> </ul>	<p>Departments may exempt courses from CPL. Credit for a course is granted on the recommendation of a faculty member approved to teach that course. The recommending faculty member approves the awarding of credit for a particular course based on either: a. A direct assessment by the faculty member of a student's achievement (this might include consideration of how a student performed on external assessments); OR b. Department/program guidelines.</p> <p>Faculty will propose departmental standards for granting students credit for an acceptable level of performance on externally administered assessment(s). If such guidelines have been adopted and published by the department, credit will be granted based on the guidelines.</p> <p>Only enrolled students can receive CPL. To be considered an "enrolled student" at CCC for this purpose, a student must either: a. Complete a minimum of 3 non-CPL credits at CCC during the</p>

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Clackamas CC (cont.)				<p>quarter in which CPL is requested; OR b. Have received a minimum of 12 non-CPL credits from CCC in previous terms.</p> <p>Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL credit should be granted: a. CCC-administered assessments: Portfolio, Challenge Exam (produced by department), Performance Assessment (produced by department), or any combination of these b. Externally administered postsecondary assessments (such as CLEP), ACE transcribed credit, or industry certification c. Externally administered secondary assessments, such as Advanced Placement (AP) Exam or International Baccalaureate (IB) Exam</p>
Clatsop CC	(no additional information found on website)	not listed, contact Office of the Registrar	<ul style="list-style-type: none"> <li>• CLEP; AP;IB</li> <li>• US Military</li> </ul>	Limited CPL information combined with transfer credit information.
TBCC	maximum of 25% credits applied to degree or certificate	not listed	<ul style="list-style-type: none"> <li>• CLEP</li> <li>• US Military</li> </ul>	Limited CPL information found in catalog pages.



## ADMINISTRATIVE RULE

Approved Date: MM/DD/YY

Effective Date: MM/DD/YY

Last Revised: MM/DD/YY

<b>Rule Number/Name:</b>	040.??? ??? 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 CPL credit allowed toward a degree or certificate is ??? (residency requirements? 45-60 credits maximum? A percentage of total required credits?)
- CPL may not be used to fulfill 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

- 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.
- 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.
- College Level Examination Program (CLEP) Exams: Subject matter examinations that are nationally normed.
- Advanced Placement (AP) and International Baccalaureate (IB) Exam Scores: National and internationally normed exams that may, potentially, translate to college credit.
- American Council on Education (ACE): Provides skill and competency frameworks for aligning educational credits with time on task in training and occupations.
- 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.
- CGCC Residency Requirement: Minimum number of credits required to be taken at CGCC in order to earn a degree or certificate. Number varies with type and size of award.

## **Interpretation of Administrative Rule**

Dean of Teaching & Learning Foundations

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

1. AR 040.???.??? Credit for Prior Learning – Portfolio
2. AR 040.???.??? Credit for Prior Learning – Licensure/Certification
3. AR 040.???.??? Credit for Prior Learning – Challenge Exams
4. ??? Others

### **Further Information**

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### **Strategic Direction**

Strategic Priorities:

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

### **Appendix**

- 1.