

Student Guide to Credit for Prior Learning

Table of Contents

| | |
|---|----|
| I. What is Prior Learning? | 1 |
| II. Methods for Awarding CPL..... | 1 |
| III. Standards for Awarding CPL | 2 |
| IV. Policy and Procedures..... | 3 |
| V. Transferability of Credit for Prior Learning | 3 |
| VI. Steps for Pursuing CPL Credit..... | 3 |
| VII. Standardized Test Matrix..... | 4 |
| CLEP..... | 6 |
| EXCELSIOR/ACT-PEP/RCE..... | 10 |
| DANTES (DSST)..... | 11 |
| AP..... | 14 |
| IB..... | 17 |
| VIII. Military Educational and Training Credit..... | 19 |
| IX. Portfolio Guidelines..... | 20 |
| X. Credit for Prior Learning Self-Assessment | 22 |

I. What is Prior Learning?

Prior Learning is a non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary education institutions. Credit for Prior Learning (CPL) includes learning acquired from work and life experiences; community and volunteer extension courses; individual study and reading; civic, community and volunteer work; and participation in informal courses and inservice training sponsored by associations, business, government, and industry. CPL is not awarded for **EXPERIENCE** but for college-level **LEARNING** which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experience.

The Colorado Community College System (CCCS) awards credit for prior learning based on board policy 9-42 of the State Board for Community Colleges and Occupational Education.

SBCCOE BP 9-42. Credit for Prior Learning: “The state board supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of the board that a student’s experience outside the college classroom shall be evaluated for college credit at the request of the student.”

The purpose of this handbook is to guide students through the different methods of obtaining credit for prior life learning. CPL may apply towards an academic degree or certificate. The policies of various colleges within CCCS may exceed the conditions listed in this handbook.

II. Methods for Awarding CPL

A. Standardized tests

- College-Level Examination Program (CLEP)
- American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)
- Defense Activity for Nontraditional Educational Support (DANTES)
- Advanced Placement (AP)
- International Baccalaureate (IB)

B. Institutional Challenge Examinations

- Exam equivalent to the comprehensive final exam
- Exam maybe written, oral, demonstration or a combination of all three
- Evaluated by an area dean or designated subject expert

C. Published guides

- American Council on Education (ACE) for military training & experiences
- ACE (non-collegiate) for industrial and corporate training programs
- Other published guides developed by nationally recognized organizations

D. Portfolios

- Credit through the development of a portfolio
- Evaluated by subject matter expert(s)

III. Standards for Awarding CPL

1. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student’s declared certificate or degree program as outlined in college publications.
2. A student may use CPL to fulfill all degree/certificate graduation requirements except for the mandatory 25% residency requirement.

3. CPL may be applied toward the courses in the AA, AS, or AGS-Articulated degree programs only for the purpose of satisfying graduation requirements.
4. All work assessed for CPL must meet or exceed “C” level work. Minimum cut-off scores on standardized tests are set at “C” level work.

IV. Policy and Procedures

1. At least one credit hour must be successfully completed and transcribed on the student’s records before any CPL credit is awarded.
2. For all prior learning methods, the course number, course title, number of semester hours, and grade of “CPL” will be posted on the student transcript.
3. The maximum CPL credit applicable toward graduation is up to the residency requirement of the college from any combination of all CPL methods.
4. Awarded credit may be used to meet Guaranteed Transfer (GT) courses. The use of these credits will result in public four-year institutions reevaluation scores received on National Standardized Exams.
5. If CPL is applied to the AA, AS, or AGS-Articulated degree requirements, transferability and transfer guarantees may be affected. Consult your advisor and the receiving institution for details.
6. All documentation and files regarding a student’s prior learning credit will be maintained by the college of enrollment.
7. A student wishing to appeal a credit for prior learning decision should follow the standard appeal procedure in place at the student’s college of enrollment.
8. Prior experience shall be evaluated only if requested by the student.

V. Transferability of CPL Credit

Students planning on transferring to another of the community colleges in the state system may have their prior learning credits transferred to that community college as long as the credits are applicable to the degree or certificate the student has declared.

Students planning to transfer to a college or university outside the state community college system should contact the receiving institution to determine the acceptability of transferring credit for prior learning.

VI. Steps for Pursuing CPL Credit

1. **STEP ONE.** Go to your college homepage or current college catalog. Look at the course requirements for your degree or certificate program. Determine which courses you feel you have relevant, equivalent college-level experience.
2. **STEP TWO.** Complete the “Credit for Prior Learning Self-Assessment” found in Part IX of this Handbook.

3. **STEP THREE.** Meet with an academic advisor to discuss the different methods and steps for requesting CPL and for transfer information.
4. **STEP FOUR.** Determine which method you wish to use to obtain CPL credit.
5. **STEP FIVE.** If you choose standardized testing, go to your campus testing center for details.
6. **STEP SIX.** If you choose published guides, go to Records Office for details.
7. **STEP SEVEN.** If pursuing the portfolio or challenge exam, consult with your advisor. The individual college determines fees for evaluation of Portfolio Credit or for Challenge Exams. The per credit charge will not exceed one-half of the current in-state per-credit tuition.

VII. Standardized Test Matrix

The Colorado Community College System have established the CCCS Standardized Test Matrix for Award for Credit to facilitate processing of requests for awarded credit and transfer of awarded credit among state community colleges.

General Guidelines

1. This matrix is used to evaluate award of credit for the following examinations:
 - CLEP (College-Level Examination Program)
 - DANTES (Defense Activity for Nontraditional Educational Support)
 - AP (Advanced Placement)
 - ECE (Excelsior College Examinations from Jan 2001 on) (formerly RCE)
 - RCE (Regents College Examinations from Sep 1998 to Dec 2000) (formerly ACT-PEP)
 - ACT-PEP (American College Testing-Proficiency Examination Program from START DATE to Aug 1998)
 - IB (International Baccalaureate)
2. Awarded credits must apply to degree and certificate requirements.
3. Awarded credits cannot be used to fulfill residency requirements.
4. Awarded credits may be used to meet Guaranteed Transfer (GT) courses. The use of these credits will result in public four-year institutions reevaluating the scores from National Standardized Exams.
5. Transfer of Awarded Credit
 - Credit awarded by any state community college based on this test matrix may be transferred to any other state community college without additional evaluation of official test scores as long as general requirements for receipt of awarded credit are met.
 - Transfer of awarded credit to other colleges and universities is determined by the policies and procedures at the receiving institution and could require the student to submit official test scores for re-evaluation.
6. Colleges have the authority to submit other standardized tests – those not appearing in the matrix – for faculty review for award of credit. In such cases, technical information about the standardized test will be provided to the appropriate discipline faculty for their evaluation of equivalency to a specific course and minimum acceptable score.

EXPLANATION OF COLUMN HEADINGS

| | |
|------------------------|--|
| Exam Name | The complete title of the standardized test as it should appear on the student's score report. |
| Dates | The first date indicates the adoption date by state faculty. The ending date listed for some exams indicates when that exam was no longer recommended for credit. Tests currently in use show no ending date. Credit approvals are based on the date which the student took the test. Note to evaluators - Exams taken prior to the Standardized Test Matrix's Beginning effective date can be sent to the appropriate discipline faculty for review for award of credit per individual institution's discretion. |
| Course # | The prefix and number of the specific course for which credit will be awarded. |
| Course Title | The title of the specific course for which credit will be awarded. |
| Semester Credit | Exact credits (or variable credits) of the specific course for which credit will be awarded. |
| Score | Minimum acceptable score for award of credit. |

EXPLANATION OF ASTERISKS

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|--|
| * Indicates that the score is higher than the recommended score of the American Council of Education for the awarding of credit. The score was determined by Colorado community college faculty review. |
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** Indicates that **credit varies** by institution. This entry generally reflects the minimum and maximum limits for credit as established by the common course descriptors. Credit is determined by individual institutions within these parameters.

*** Indicates those **courses** taught at several colleges in the system but **not commonly described**. Colleges are to use the course number they locally assign to the course. No credit is awarded if the college does not teach the course unless a transfer situation from another Colorado community college exists.

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College-Level Examination Program (CLEP) Exam Equivalencies(Jan 09)
Approved for Award of Credit

| Exam Name | Effective Dates | Course Number | Course Title | SEM Credit | Score |
|--------------------------------|-----------------|---|--|------------|-------|
| General Examinations | | | | | |
| English Composition with Essay | Jan 92-Jun 93 | ENG 121 | English Composition I | 3 | 523* |
| English Composition with Essay | Jul 93-Dec 94 | ENG 121 | English Composition I | 3 | 520* |
| English Composition with Essay | Jan 95 - Jun 01 | ENG 121 | English Composition I | 3 | 420* |
| English Composition with Essay | Jul 01 - | ENG 121 | English Composition I | 3 | 50 |
| Humanities | Jan 92-Jun 93 | HUM 121 & HUM 122 | Survey of Humanities I & II | 6 | 452* |
| Humanities | Jul 93-Jun 01 | HUM 121 & HUM 122 | Survey of Humanities I & II | 6 | 450* |
| Humanities | Jul 01 - | HUM 121 & HUM 122 | Survey of Humanities I & II | 6 | 50 |
| Mathematics | Jan 92-Jun 93 | MAT 100 see note (a). MAT 105 See note (b). | Elementary Algebra Intermediate Algebra | 7/8/9** | 497* |
| Mathematics | Jul 93-Jul 95 | MAT 100 see note (a). MAT 105 See note (b). | Elementary Algebra Intermediate Algebra | 7/8/9** | 500* |

Note (a) Elementary Algebra was changed from MAT 100 to Introductory Algebra MAT 090 in 2002

Note (b) Intermediate Algebra was changed from MAT 105 to MAT 109 in 2002, changed to Survey of Algebra MAT 106 in 2003; and MAT 099 Jan 2009.

Subject Examinations

Composition and Literature

| | | | | | |
|---|---------------|-------------------|--------------------------------|---|-----|
| College Composition with Essay | Jan 92-Dec 94 | ENG 121 | English Composition I | 3 | 53* |
| Freshman College Composition with Essay (essay is locally graded) | Jan 95-Jun 01 | ENG 121 | English Composition I | 3 | 44 |
| Freshman College Composition with Essay (essay is locally graded) | Jul 01 - | ENG 121 | English Composition I | 3 | 50 |
| Analysis and Interpretation of Literature | Jan 92-Dec 97 | LIT 115 | Introduction to Literature I | 3 | 49 |
| Analysis and Interpretation of Literature | Jan 98-Jun 01 | LIT 115 | Introduction to Literature I | 3 | 47 |
| Analyzing and Interpreting Literature | Jul 01-Dec 08 | LIT 115 | Introduction to Literature I | 3 | 50 |
| American Literature | Jan 92-Jun 01 | LIT 211 & LIT 212 | Survey of American Lit. I & II | 6 | 46 |
| American Literature | Jul 01-Dec 08 | LIT 211 & LIT 212 | Survey of American Lit. I & II | 6 | 50 |
| English Literature | Jan 92-Jun 01 | LIT 221 & LIT 222 | Survey of British Lit. I & II | 6 | 50* |
| English Literature | Jul 01-Dec 08 | LIT 221 & LIT 222 | Survey of British Lit. I & II | 6 | 50 |

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| Foreign Languages | | | | | |
|------------------------------|---------------|---------------|------------------------------|----|-----|
| College French | Jan 92-Jun 01 | FRE 111 | French Language I | 5 | 41 |
| French Language | Jan 09 - | FRE 111 | French Language I | 5 | 50 |
| College French | Jan 92-Jun 01 | FRE 111 & 112 | French Language I & II | 10 | 48 |
| College French | Jul 01-Dec 08 | FRE 111 & 112 | French Language I & II | 10 | 50 |
| French Language | Jan 09 - | FRE 111 & 112 | French Language I & II | 10 | 62 |
| College German | Jan 96-Jun01 | GER 111 | German Language I | 5 | 37 |
| German Language | Jan 09- | GER 111 | German Language I | 5 | 50 |
| College German | Jan 96-Jun01 | GER 111 & 112 | German Language I & II | 10 | 42 |
| College German | Jul 01-Dec 08 | GER 111 & 112 | German Language I & II | 10 | 50 |
| German Language | Jan 09- | GER 111 & 112 | German Language I & II | 10 | 63 |
| College Spanish | Jan 92-Jun 01 | SPA 111 | Spanish Language I | 5 | 41 |
| Spanish Language | Jan 09- | SPA 111 | Spanish Language I | 5 | 50 |
| College Spanish | Jan 92-Feb 03 | SPA 111 & 112 | Spanish Language I & II | 10 | 50 |
| College Spanish | Mar 03-Dec 08 | SPA 111 & 112 | Spanish Language I & II | 10 | 50 |
| Spanish Language | Jan 09- | SPA 111 & 112 | Spanish Language I & II | 10 | 66 |
| College Spanish | Mar 03-Dec 08 | SPA 211 & 212 | Spanish Language III & IV | 16 | 66 |
| History and Social Science | | | | | |
| Introductory Macroeconomics | Jan 92-Dec 94 | ECO 201 | Principles of Macroeconomics | 3 | 53* |
| Principles of Macroeconomics | Jan 95-Jun 01 | ECO 201 | Principles of Macroeconomics | 3 | 44 |
| Principles of Macroeconomics | Jul 01-Dec 08 | ECO 201 | Principles of Macroeconomics | 3 | 50 |
| Introductory Microeconomics | Jan 92-Dec 94 | ECO 202 | Principles of Microeconomics | 3 | 53* |
| Principles of Microeconomics | Jan 95-Jun 01 | ECO 202 | Principles of Microeconomics | 3 | 41 |
| Principles of Microeconomics | Jul 01-Dec 08 | ECO 202 | Principles of Microeconomics | 3 | 50 |
| Western Civilization I | Jan 92-Jun 01 | HIS 101 | Western Civilization I | 3 | 45 |
| Western Civilization I | Jul 01 - | HIS 101 | Western Civilization I | 3 | 50 |
| Western Civilization II | Jan 92-Jun 01 | HIS 102 | Western Civilization II | 3 | 47 |
| Western Civilization II | Jul 01- | HIS 102 | Western Civilization II | 3 | 50 |
| History of the U.S. I | Jan 92-Jun 01 | HIS 201 | U.S. History I | 3 | 45 |
| History of the U.S. I | Jul 01- | HIS 201 | U.S. History I | 3 | 50 |
| History of the U.S. II | Jan 92-Dec 96 | HIS 202 | U.S. History II | 3 | 45 |
| History of the U.S. II | Jan 97-Jun 01 | HIS 202 | U.S. History II | 3 | 46 |
| History of the U.S. II | Jul 01 - | HIS 202 | U.S. History II | 3 | 50 |
| American Government | Jan 92-Jun 01 | POS 111 | American Government | 3 | 47 |
| American Government | Jul 01- | POS 111 | American Government | 3 | 50 |
| Introductory Psychology | Jan 92-Jun 01 | PSY 101 | General Psychology I | 3 | 47 |

Revised May 13, 2009

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|--|---------------|---------------|----------------------------------|---------|-----|
| Introductory Psychology | Jul 01-Dec 08 | PSY 101 | General Psychology I | 3 | 50 |
| Introductory Psychology | Jan 09 - | PSY 101 & 102 | General Psychology I & II | 6 | 45 |
| Human Growth and Development | Jan 09- | PSY 235 | Human Growth & Development | 3 | 45 |
| Introduction to Educational Psychology | Jan 92-Jun 01 | PSY 245 | Educational Psychology | 3 | 50* |
| Introduction to Educational Psychology | Jul 01-Dec 08 | PSY 245 | Educational Psychology | 3 | 50 |
| Introduction to Sociology | Jan 92-Jun 01 | SOC 101 | Introduction to Sociology I | 3 | 47 |
| Introductory Sociology | Jul 01-Dec 08 | SOC 101 | Introduction to Sociology I | 3 | 50 |
| Science and Mathematics | | | | | |
| General Biology | Jan 92-Jun 01 | BIO 111 | General College Biology | 5 | 54* |
| General Biology | Jul 01-Dec 08 | BIO 111 | General College Biology | 5 | 50 |
| Biology | Jan 09- | BIO 111 & 112 | General Bio. I & II with Lab | 10 | 50 |
| General Chemistry | Jan 92-Jun 01 | CHE 111 | General College Chemistry I | 5 | 54* |
| General Chemistry | Jul 01-Dec 08 | CHE 111 | General College Chemistry I | 5 | 50 |
| College Mathematics | Jan 09- | MAT 120 | Mathematics for the Liberal Arts | 4 | 50 |
| College Algebra | Jan 92-Jun 01 | MAT 121 | College Algebra | 4 | 45 |
| College Algebra | Jul 01- | MAT 121 | College Algebra | 4 | 50 |
| College Algebra - Trigonometry | Jan 92-Jun 01 | MAT 121 & 122 | College Algebra and Trigonometry | 6/7/8** | 45 |
| College Algebra - Trigonometry | Jul 01-Dec 08 | MAT 121 & 122 | College Algebra and Trigonometry | 6/7/8** | 50 |
| Trigonometry | Jan 92-Dec 08 | MAT 122 | College Trigonometry | 2/3/4** | 50 |
| Calculus (previously Calculus with Elementary Functions) | Jan 92-Dec 95 | MAT 201 | Calculus I | 5 | 47 |
| Calculus | Jan 96-Jun 01 | MAT 201 | Calculus I | 5 | 41 |
| Calculus | Jul 01- | MAT 201 | Calculus I | 5 | 50 |
| Business | | | | | |
| Introductory Accounting (title change as of Jan 97 - Principles of Accounting) | Jan 92-Jun 01 | ACC 121 | Accounting Principles I | 3-5** | 52* |
| Introductory Accounting (title change as of Jan 97 - Principles of Accounting and then Financial Accounting) | Jul 01-Dec 08 | ACC 121 | Accounting Principles I | 3-5** | 50 |
| Introduction to Business Law | Jan 92-Jun 01 | BUS 216 | Legal Environment of Business | 3 | 54* |
| Introductory Business Law | Jul 01-Dec 08 | BUS 216 | Legal Environment of Business | 3 | 50 |

Revised May 13, 2009

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|---|---------------|---------|--|-------|-----|
| Information Systems and Computer Applications | Jan 92-Jun 01 | CIS 115 | Introduction to Computer Information Systems | 3-5** | 52 |
| Information Systems and Computer Applications | Jul 01- | CIS 115 | Introduction to Computer Information Systems | 3-5** | 50 |
| Introduction to Management | Jan 93-Dec 94 | MAN 226 | Principles of Management | 3 | 55* |
| Principles of Management | Jan 95-Jun 01 | MAN 226 | Principles of Management | 3 | 46 |
| Principles of Management | Jul 01- | MAN 226 | Principles of Management | 3 | 50 |
| Principles of Marketing | Jan 93-Jun 01 | MAR 216 | Principles of Marketing | 3 | 60* |
| Principles of Marketing | Jul 01-Dec 08 | MAR 216 | Principles of Marketing | 3 | 50 |

Excelsior College Examination Equivalencies (Jan 09)
 Formerly Regents College Examinations (Sept. 98 - Dec. 00)
 Formerly ACT-PEP Examinations (start date to Aug. 98)
 Approved for Award of Credit

| Exam Name | Effective Dates | Course Number | Course Title | SEM Credit | Score |
|--------------------------------|-----------------|---------------|-------------------------------------|---------------|-------|
| Subject Examinations | | | | | |
| Arts and Sciences | | | | | |
| Anatomy and Physiology | Jan 92-Dec 08 | BIO 201 & 202 | Human Anatomy and Physiology I & II | 4/5**(each) | 50* |
| Anatomy and Physiology | Jan 09- | BIO 201 & 202 | Human Anatomy and Physiology I & II | 4/5**(each) | 46 |
| English Composition | Jan 01-Dec 08 | ENG 121 | English Composition I | 3 | 47 |
| English Composition | Jan 09- | ENG 121 | English Composition I | 3 | 40 |
| Physical Geology | Jan 92-Dec 08 | GEY 111 | Physical Geology | 4 | 45 |
| Statistics | Jan 92-Dec 97 | MAT 135 | Introduction to Statistics | 3 | 45 |
| Statistics | Jan 98-Dec 08 | MAT 135 | Introduction to Statistics | 3 | 49 |
| Ethics: Theory and Practice | Jan 98-Dec 08 | PHI 112 | Ethics | 3 | 47 |
| Ethics: Theory and Practice | Jan 09- | PHI 112 | Ethics | 3 | 46 |
| Religions of the World | Jan 95-Dec 08 | PHI 115 | World Religions- West | 3 | 20* |
| Religions of the World | Jan 09- | PHI 115 | World Religions- West | 3 | 47 |
| Research Methods in Psychology | Jan 09- | PSY 200 | Research Methodology | 3 | 40 |
| Social Psychology | Jan 09- | PSY 226 | Social Psychology | 3 | 37 |
| Life Span Developmental Psych. | Jan 98-Dec 08 | PSY 235 | Human Growth and Dvlpmnt. | 3 | 47 |
| Life Span Developmental Psych. | Jan 09- | PSY 235 | Human Growth and Dvlpmnt. | 3 | 45 |
| Abnormal Psychology | Jan 98- | PSY 249 | Abnormal Psychology | 3 | 45 |
| Psych. of Adulthood and Aging | Jan 09- | SOC 201 | Introduction to Gerontology | 3 | 45 |
| Foundations of Gerontology | Jan 98-Dec 08 | *** | *** | *** | 45 |
| Business | | | | | |
| Introduction to Accounting | Jan 92-Dec 08 | ACC121 &122 | Principles of Accounting I & II | 3/4/5**(each) | 52* |
| Labor Relations | Jan 09- | MAN 129 | Labor Relations | 3 | 47 |
| Principles of Management | Jan 92-Dec 97 | MAN 226 | Principles of Management | 3 | 52* |
| Principles of Management | Jan 98-Dec 08 | MAN 226 | Principles of Management | 3 | 45 |
| Principles of Marketing | Jan 92-Dec 97 | MAR 216 | Principles of Marketing | 3 | 45 |
| Human Resource Management | Jan 92-Dec 97 | *** | Human Resource Mgmt. | 3 | pass |
| Human Resource Management | Jan 98-Dec 08 | *** | *** | *** | 47 |
| Organizational Behavior | Jan 98-Dec 08 | *** | *** | *** | *** |

Note: Nursing examination are addressed in the State of Colorado Nursing Articulation Agreement

DANTES (DSST) Exam Equivalencies (Jan 09)

Approved for Award of Credit

| Exam Name | Effective Dates | Course Number | Course Title | SEM Credit | Score |
|---|-----------------|---------------|--|------------|---------|
| Business | | | | | |
| Principles of Financial Accounting I | Jan 92-Dec 94 | ACC 121 | Principles of Accounting I | 3/4/5** | 53* |
| Principles of Financial Accounting I | Jan 95-Dec 08 | ACC 121 | Principles of Accounting I | 3/4/5** | 49 |
| Principles of Financial Accounting | Jan 09- | ACC 121 | Accounting Principles I | 4 | 65 |
| Introductory Cost Accounting | Jan 95-Dec 96 | ACC 226 | Cost Accounting | 4/5** | 46 |
| Introduction to Business | Jan 92-Dec 08 | BUS 115 | Introduction to Business | 3 | 54* |
| Introduction to Computing w/Basic | Jan 93-Feb 08 | CIS 115 | Introduction to Computers | 3/4** | 57* |
| Introduction to Computing | Mar 08-Dec 08 | CIS 115 | Intro. to Computer Information Systems | 3/4** | 57*/400 |
| Introduction to Computing | Jan 09 - | CIS 115 | Intro. to Computer Information Systems | 3 | 50/400 |
| Management Information Systems | Jan 09- | CIS 267 | Management Information Systems | 3 | 50/400 |
| Basic Marketing | Jan 92-Dec 08 | MAR 216 | Principles of Marketing | 3 | 51* |
| Business Law II | Jan 92-Dec 08 | *** | Legal Environments of Business II | 3 | 53* |
| Personnel/Human Resource Management | Jan 92-Dec 08 | *** | Human Resources Management | 3 | 51* |
| Principles of Supervision | Jan 94-Dec 08 | *** | Principles of Supervision | 3 | 46 |
| Business Mathematics | Jan 93-Dec 08 | *** | Business Mathematics | 3/4** | 52* |
| Management Information Systems (The CIS discipline committee has approved granting awarded credit for this exam at the institution's discretion.) | Jan 98-Dec 08 | *** | *** | *** | *** |
| Foreign Language | | | | | |
| German I | Jan 92-Dec 96 | GER 111 | German I | 5 | 45 |
| Beginning German II | Jan 92-Dec 96 | GER 112 | German II | 5 | 45 |
| Beginning Spanish I | Jan 92-Dec 93 | SPA 111 | Spanish I | 5 | 48 |
| Beginning Spanish II | Jan 92-Dec 93 | SPA 112 | Spanish II | 5 | 48 |
| Beginning Spanish II | Jan 94-Dec 96 | SPA 112 | Spanish II | 5 | 47 |
| Humanities | | | | | |
| Ethics in America | Jan 92-Feb 08 | PHI 112 | Ethics | 3 | 67 |
| Ethics in America | Mar 08-Dec 08 | PHI 112 | Ethics | 3 | 67/400 |
| Ethics in America | Jan 09 - | PHI 112 | Ethics | 3 | 50/400 |
| Introduction to World Religion | Jan 92-Feb 08 | PHI 115 | World Religions - West | 3 | 49 |
| Introduction to World Religion | Mar 08-Dec 08 | PHI 115 | World Religions - West | 3 | 49/400 |
| Introduction to World Religions | Jan 09 - | PHI 115 | World Religions - West | 3 | 50/400 |

Revised May 13, 2009

| Mathematics | | | | | |
|---|---------------|---------|--|-------|---------|
| Fundamentals of College Algebra | Jan 09- | MAT 121 | College Algebra | 4 | 50/400 |
| Principles of Statistics | Jan 92-Feb 08 | MAT 135 | Introduction to Statistics | 3 | 48 |
| Principles of Statistics | Mar 08-Dec 08 | MAT 135 | Introduction to Statistics | 3 | 48/400 |
| Principles of Statistics | Jan 09 - | MAT 135 | Introduction to Statistics | 3 | 50/400 |
| Physical Science | | | | | |
| Astronomy | Jan 92-Dec 08 | AST 101 | Astronomy I | 4 | 64* |
| Environment and Humanity: The Race to Save the Planet | Jan 98-Dec 08 | BIO 109 | Humans and the Environment | 3/4 | 46 |
| Physical Geology | Jan 95-Dec 08 | GEY 111 | Physical Geology | 4 | 53* |
| Physical Geology | Jan 09- | GEY 111 | Physical Geology | 4 | 50 |
| Physics w/Calculus: Mechanics | Jan 92-Dec 96 | PHY 211 | Physics: Calculus Based I | 5 | 56* |
| Physics w/Calculus: Electricity and Magnetism | Jan 92-Dec 96 | PHY 212 | Physics: Calculus Based II | 5 | 56* |
| Principles of Physical Science I | Jan 09- | SCI 155 | Integrated Science I - Physics and Chemistry | 4 | 50 |
| Social Science | | | | | |
| Criminal Justice | Jan 93-Feb 08 | CRJ 110 | Intro to Criminal Justice | 3 | 54* |
| Criminal Justice | Mar 08-Dec 08 | CRJ 110 | Intro to Criminal Justice | 3 | 54*/400 |
| Criminal Justice | Jan 09 - | CRJ 110 | Intro to Criminal Justice | 3 | 50/400 |
| Introduction to Law Enforcement | Jan 93-Dec 97 | CRJ 125 | Law Enforcement Operations | 3 | 54* |
| Introduction to Law Enforcement | Jan 98-Dec 08 | CRJ 125 | Law Enforcement Operations | 3 | 45 |
| Introduction to Law Enforcement | Jan 09- | CRJ 125 | Law Enforcement Operations | 3 | 50 |
| Foundations of Education | Jan 09- | EDU 221 | Introduction to Education | 3 | 60 |
| Geography | Jan 92-Dec 94 | GEO 105 | World Regional Geography | 3 | 53* |
| Human and Cultural Geography | Jan 95-Dec 08 | GEO 105 | World Regional Geography | 3 | 48 |
| Human and Cultural Geography | Jan 09- | GEO 105 | World Regional Geography | 3 | 50 |
| Rise and Fall of the Soviet Union | Jan 09- | HIS 248 | Historical Roots of Modern Russia | 3 | 80 |
| Substance Abuse (formerly Drug & Alcohol Abuse) | Jan 09- | PSY 229 | Introduction to Addictive Behavior | 2 | 50/400 |
| Lifespan Development Psychology | Jan 92-Dec 94 | PSY 235 | Human Growth and Development | 3 | 47 |
| Lifespan Development Psychology | Jan 95-Dec 08 | PSY 235 | Human Growth and Development | 3 | 46 |
| Lifespan Development Psychology | Jan 09- | PSY 235 | Human Growth and Development | 3 | 50 |
| Fundamentals of Counseling | Jan 92-Dec 92 | *** | Principles of Counseling | 3/4** | 45 |
| Fundamentals of Counseling | Jan 93-Dec 08 | *** | Principles of Counseling | 3/4** | 47* |
| Foundations of Education | Jan 96-Dec 08 | *** | Introduction to Education | 3 | 46 |

Revised May 13, 2009

| Applied Technology | | | | | |
|---------------------------|---------------|---------|---------------------|---|-----|
| Technical Writing w/Essay | Jan 92-Dec 94 | ENG 131 | Technical Writing I | 3 | 66* |
| Technical Writing w/Essay | Jan 95-Dec 08 | ENG 131 | Technical Writing I | 3 | 46 |
| Technical Writing w/Essay | Jan 09- | ENG 131 | Technical Writing I | 3 | 50 |

Advanced Placement (AP) Examination Equivalencies (Jan 09)

Approved for Award of Credit

| Exam Name | Effective Dates | Course Number | Course Title | SEM Credit | Score |
|------------------------------------|-----------------|--------------------------------|----------------------------------|---------------|---------|
| Art | | | | | |
| History of Art | Jan 95-Dec 08 | ART 111 | Art History I | 3 | 3 |
| History of Art | Jan 95-Dec 08 | ART 111 & 112 | Art History I & II | 6 | 4 |
| Computer Science | | | | | |
| Computer Science A | Jan 95-Dec 08 | CSC 160 | Computer Science I: Pascal | 4 | 4 |
| Computer Science A | Jan 09- | CSC 160 | Computer Science I: (Language) | 4 | 4 |
| Computer Science AB | Jan 95- | CSC 161 | Computer Science II: (Language) | 4 | 4 |
| English | | | | | |
| Language and Composition | Jan 95- | ENG 121 | English Composition I | 3 | 3 |
| Literature and Composition | Jan 95- | LIT 115 | Introduction to Literature I | 3 | 3 |
| Foreign Languages | | | | | |
| Chinese Language and Culture | Jan 09- | CHI 111 | Chinese Language I | 5 | 2 |
| Chinese Language and Culture | Jan 09- | CHI 111 & CHI 112 | Chinese Language I & II | 10 | 3 |
| Chinese Language and Culture | Jan 09- | CHI 111 & CHI 112 & CHI 211 | Chinese Language I & II & III | 13 | 4 |
| French Language | Jan 95-Dec 08 | FRE 111 | French Language I | 5 | 3 |
| French Language | Jan 95-Dec 08 | FRE 111 & FRE 112 | French Language I & II | 10 | 4 |
| French Language | Jan 09- | FRE 111 | French Language I | 5 | 2 |
| French Language | Jan 09- | FRE 111 & FRE 112 | French Language I & II | 10 | 3 |
| French Language | Jan 09- | FRE 111 & FRE 112 & FRE 211 | French Language III | 13 | 4 |
| French Literature | Jan 95- | FRE 211 | French Language III | 3 | 3 |
| French Literature | Jan 95- | FRE 211 & FRE 212 | French Language III & IV | 6 | 4 |
| French Literature | Jan 09- | FRE 211 & FRE 212 & FRE 275 | French III & IV & Special Topics | 6+ | above 4 |
| Latin | Jan 98-Dec 08 | FOL *** | *** | 5 | 3 |
| German Language | Jan 95- | GER 111 | German Language I | 5 | 3 |
| German Language | Jan 95- | GER 111 & GER 112 | German Language I & II | 10 | 4 |
| Italian Language and Culture | Jan 09- | ITA 112 | Italian Language II | 5 | 3 |
| Italian Language and Culture | Jan 09- | ITA 112 & ITA 211 | Italian Language II & III | 10 | 4 |
| Japanese Language and Culture | Jan 09- | JPN 211 | Japanese Language III | 3 | 4 |
| Latin: Vergil and Latin Literature | Jan 09- | LAT 211 | Latin III | 3 | 3 |
| Latin: Vergil and Latin Literature | Jan 09- | LAT 211 & LAT 212 | Latin III & IV | 3 | 4 |

Revised May 13, 2009

| | | | | | |
|-------------------------------------|---------------|-------------------|---------------------------------------|----|---|
| Spanish Language | Jan 95- | SPA 111 | Spanish Language I | 5 | 3 |
| Spanish Language | Jan 95- | SPA 111 & SPA 112 | Spanish Language I & II | 10 | 4 |
| Spanish Literature | Jan 95- | SPA 211 | Spanish Language III | 3 | 3 |
| Spanish Literature | Jan 95- | SPA 211 & 212 | Spanish Language II & IV | 6 | 4 |
| Science | | | | | |
| Biology | Jan 95- | BIO 111 | General College Biology I | 5 | 3 |
| Biology | Jan 95- | BIO 111 & BIO 112 | General College Biology I&II | 10 | 4 |
| Chemistry | Jan 95-Dec 08 | CHE 111 | General Chemistry I | 5 | 3 |
| Chemistry | Jan 95-Dec 08 | CHE 111 & 112 | General Chemistry I&II | 10 | 4 |
| Environmental Science | Jan 09- | ENV 101 | Introduction to Environmental Science | 4 | 3 |
| Physics B | Jan 95-Dec 08 | PHY 111 | Physics: Algebra Based I | 5 | 3 |
| Physics B | Jan 09- | PHY 111 | Physics: Algebra-Based I w/Lab | 5 | 4 |
| Physics B | Jan 09- | PHY 111 & PHY 112 | Physics: Algebra-Based I&II w/Lab | 10 | 5 |
| Physics C | Jan 95-Dec 08 | PHY 211 | Physics: Calculus Based II | 5 | 3 |
| Physics C: Mechanics | Jan 09- | PHY 211 | Physics: Calculus-Based I w/Lab | 5 | 4 |
| Physics C: Elec. And Magnetism | Jan 09- | PHY 212 | Physics: Calculus-Based II w/Lab | 5 | 4 |
| History and Social Science | | | | | |
| Economics | Jan 95-Dec 08 | ECO 201 | Principles of Macroeconomics | 3 | 3 |
| Economics | Jan 95-Dec 08 | ECO 202 | Principles of Microeconomics | 3 | 3 |
| Human Geography | Jan 09- | GEO 106 | Human Geography | 3 | 3 |
| European History | Jan 95- | HIS 101 | Western Civilization I | 3 | 3 |
| European History | Jan 95- | HIS 101 & HIS 102 | Western Civilization I & II | 6 | 4 |
| World History | Jan 09- | HIS 111 & HIS 112 | World Civilization I & II | 6 | 3 |
| United States History | Jan 95- | HIS 201 | U.S. History I | 3 | 3 |
| United States History | Jan 95- | HIS 201 & HIS 202 | U.S. History I & II | 6 | 4 |
| U.S. Government and Politics | Jan 95- | POS 111 | American Government | 3 | 3 |
| Comparative Government and Politics | Jan 95-Dec 08 | POS 216 | Comparative Politics | 3 | 3 |
| Comparative Government and Politics | Jan 09- | POS 225 | Comparative Government | 3 | 3 |
| Psychology | Jan 95-Dec 08 | PSY 101 | General Psychology I | 3 | 3 |
| Psychology | Dec. 08- | PSY 101 & PSY 102 | General Psychology I & II | 6 | 3 |

Revised May 13, 2009

| Mathematics | | | | | |
|---------------|---------------|-------------------------|---|-------|---|
| Statistics | Jan 98- | MAT 135 | Introduction to Statistics | 3 | 3 |
| Calculus - AB | Jan 95- | MAT 201 | Calculus I | 5 | 3 |
| Calculus - BC | Jan 95- | MAT 201 | Calculus I | 5 | 3 |
| Calculus - BC | Jan 95- | MAT 201 & MAT 202 | Calculus I & II | 10 | 4 |
| Music | | | | | |
| Music Theory | Jan 95-Dec 08 | MUS 101 | Music Theory I | 3/4** | 3 |
| Music Theory | Jan 95-Dec 08 | MUS 101 & 102 | Music Theory I & II | 6/8** | 4 |
| Music Theory | Jan 09- | MUS 110, 111, 112 & 113 | Music Theory I & II and Ear Training/Sight-singing Lab I & II | 8 | 3 |

International Baccalaureate (IB) Examination Equivalencies (Jan 09)

Approved for Award of Credit

| Exam Name | Effective Dates | Course Number | Course Title | SEM Credit | Score |
|-------------------------|-----------------|--------------------|---|------------|--------|
| Anthropology | Mar 04-Dec 08 | ANT 101 | Cultural Anthropology | 3 | **HL4 |
| Art | Mar 04-Dec 08 | ART 110 | Art Appreciation | 3 | **HL4 |
| Art/Design | Mar 04-Dec 08 | ART 110 | Art Appreciation | 3 | **HL4 |
| Art/Design | Mar 04-Dec 08 | ART 131 | Visual Concepts 2D Design | 3 | *SL4 |
| Biology | Mar 04- | BIO 111 | General Biology I with Lab | 5 | **HL4 |
| Applied Chemistry | Mar 04-Dec 08 | CHE 101 | Introduction to Chemistry I w/lab | 3 | *SL 4 |
| Chemistry | Mar 04-Dec 08 | CHE 111 | General College Chemistry I | 5 | **HL4 |
| Computer Science | Mar 04-Dec 08 | CIS 115 | Intro to Computer Information Systems | 4 | **HL 4 |
| Economics | Mar 04-Dec 08 | ECO 201 | Principles of Macroeconomics | 3 | **HL4 |
| English | Mar 04-Dec 08 | ENG 121 | English Composition I | 3 | **HL4 |
| Environmental Systems | Jan 09- | ENV 101 | Introduction to Environmental Science | 4 | **HL4 |
| Foreign Language A1 | Mar 04-Dec 08 | FOL 211 & 212 | Foreign Language III & IV | 6 | **HL 4 |
| Foreign Language B | Mar 04-Dec 08 | FOL 111 & 112 | Foreign Language I & II | 10 | **HL 4 |
| Foreign Language B | Mar 04-Dec 08 | FOL 101 & 102 | Conversation I & II | 6 | *SL 4 |
| Geography | Mar 04-Dec 08 | GEO 105 | World Regional Geography | 3 | **HL4 |
| History of Europe | Mar 04-Dec 08 | HIS 101 & 102 | Western Civilization I & II | 6 | **HL4 |
| History of the Americas | | HIS 201 | U.S. History I | 3 | **HL4 |
| History | Jan 09- | HIS 247 | 20th Century World History | 3 | **HL4 |
| Islamic History | Jan 09- | HIS 249 | History of Islamic Civilization | 3 | **HL4 |
| Classical Languages | Jan 09- | LAT 111 | Latin I | 3 | **HL3 |
| Management Studies | Mar 04-Dec 08 | MAN 226 | Principles of Management | 3 | **HL 4 |
| Mathematical Studies | Mar 04- | MAT 120 | Mathematics for the Liberal Arts | 4 | **HL 4 |
| Mathematics HL | Mar 04- | MAT 121 | College Algebra | 4 | **HL 4 |
| Mathematics HL | Mar 04-Dec 08 | MAT 122 & 201 | College Trigonometry and Calculus I | 8 | **HL4 |
| Music | Mar 04-Dec 08 | MUS 120 | Music Appreciation | 3 | **HL4 |
| Music | Jan 09- | MUS 120, 141 & 110 | Music Appreciation, Private Instruction, Music Theory I | 7 | **HL4 |
| Philosophy | Mar 04- | PHI 111 | Introduction to Philosophy | 3 | **HL4 |
| Physics | Mar 04-Dec 08 | PHY 111 & 112 | Physics: Algebra based I & II | 5 (each) | **HL4 |
| Psychology | Mar 04-Dec 08 | PSY 101 | General Psychology I | 3 | **HL4 |

Revised May 13, 2009

| | | | | | |
|-------------------------------|---------|--------------------|----------------------|---|-------|
| Theatre Arts | Jan 09- | THE 105 | Theatre Appreciation | 3 | **HL4 |
| Language A1 | Jan 09- | FOL 212 | | 3 | **HL4 |
| Language A2 | Jan 09- | FOL 212 | | 3 | **HL4 |
| Language ab initio (beginner) | Jan 09- | FOL 101 | | 3 | **HL3 |
| Language ab initio (beginner) | Jan 09- | FOL 101 and FOL102 | | 6 | **HL4 |

It is recommended that students be awarded at least the course and credits listed above. Individual community colleges have the discretion to increase course/credits.

*** SL Standard Level**

****HL High Level**

VIII. Military Educational and Training Credit

1. INTRODUCTION

Military educational and training credit can be transcribed through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). How colleges interpret and articulate the credit is based on the nature of the credit transcribed: credit earned by a test like CLEP, American Council on Education (ACE) course descriptions and credit recommendations for military training schools, or ACE occupational credit recommendations for job performance.

2. WHAT IS THE PURPOSE OF SMART AND AARTS?

To provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled Guide to the Evaluation of Educational Experiences in the Armed Services, used by colleges and universities around the country. The ACE Guide is available on-line at <http://www.militaryguides.acenet.edu>.

3. WILL COLLEGES ACCEPT CLEP, EXCELSIOR AND DSST SCORES FROM THE SMART AND AARTS TRANSCRIPT?

Yes, colleges will review and evaluate the CLEP, Excelsior and DSST scores from the transcript and evaluate in accordance with the posted matrix in this document.

4. HOW ARE THE ACE SERVICE SCHOOL COURSE DESCRIPTIONS AND RECOMMENDATIONS EVALUATED?

Colleges will compare the training school course description and ACE credit recommendation with college course descriptions for equivalencies. If the courses are found to be equivalent, the credit will be applied to a student's transcript.

5. HOW IS OCCUPATIONAL CREDIT EVALUATED?

Colleges may choose to allow a student to submit the occupational materials for credit through the portfolio process outlined in this guide. ACE recommendations do not apply for occupational/job performance credit.

6. HOW IS CREDIT TRANSFERRED FROM CCAF?

Colleges evaluate credit from CCAF like they would for any other accredited college. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications. Please see section III of this guide for additional information.

IX. Portfolio Guidelines

1. INTRODUCTION

A portfolio is one of the four approved CPL methods in the Board Policy 9-42 for a student to demonstrate learning acquired outside of the traditional classroom. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

2. FACULTY AND STUDENT ROLES IN THE PORTFOLIO PROCESS

Preparation and content of the portfolio is the responsibility of the student. A CPL advisor will assist the student in following the established procedures. Once a portfolio has been prepared, it will be assessed for the awarding of credit. A faculty or a subject matter expert will evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or met the competencies of the course.

3. MINIMUM REQUIREMENTS FOR THE CONTENT OF THE PORTFOLIO

There are certain items that must be included in a logical order before the portfolio can be considered for evaluation.

Cover Page and Table of Contents: Each portfolio will have a cover page identifying the portfolio and the student who prepared it for credit. A table of contents listing the separate parts of the portfolio will also be included.

Degree or Certificate Program Plan: The plan must include required and elective courses for the declared program of study.

Request for Portfolio Credit: A short letter or locally developed form on which the student will indicate the course(s) s/he is requesting for the awarded credit.

Narrative of Intent: This document should introduce the student to the evaluator. It is a relevant but brief autobiographical presentation that ties together why the portfolio is being submitted and why the credit should be awarded. It is a general overview of what will be discussed in detail later.

Relevance: If general education courses are being requested for award, the student must show how his or her life experiences relate to the request. If occupational courses are being requested for award, the narrative will include the student's relevant work experiences and may include those life experiences relating to the request.

Resume: A resume must be submitted when occupational courses are being requested for credit awards. The resume is optional when only general education courses are being requested.

Course Requests: This portion of the portfolio will have a separate section for each course for which credit is being requested. Course competency statements and/or learning outcomes (provided to the student by the CPL advisor or by the instructional unit) should be the starting point for the development of this section. The student then will describe how his or her

learning relates to this specific course and how he or she has accomplished the competencies/learning outcomes expected of a person who successfully completed the course.

Documentation: Supporting documentation will be presented in the portfolio to support the student's request for awarding credit. The supporting documents will be of sufficient breadth and depth to validate the student's stated learning and provide the evaluator with qualitative evidence for evaluation. Types of documentation are as follows:

- **Certificates of Training:** Students who have received training through non-traditional methods should provide a copy of a certificate of completed training, a lesson plan or training content (if available), dates of attendance, and/or other information showing what was taught. Evidence of evaluation may also be required (e.g., proficiency exam scores).
- **Portfolio of Works;** Students requesting awarded credit in some fields may have a portfolio of their work, which will support their request.
- **Demonstration of Competency:** Some students may request credit in courses that can only be evaluated after a performance of their skills.
- **Oral Interview:** The evaluator may contact the student for a verbal discussion of his/her portfolio as a supplement to the written information provided.
- **Awards and Honors:** The student may provide copies of any awards and honors directly related to the competencies.
- **Job Descriptions, Performance Evaluations, and Letters from Employers/Supervisors:** These documents may be included to verify attainment of the competencies and/or learning outcomes for which the student is seeking credit.

X. Credit for Prior Learning Self-Assessment

Name _____

Address _____

City _____ State _____ Zip _____

Phone (home) _____ (work) _____

College of Enrollment _____

Degree or certificate program _____

List courses for which you are requesting prior learning credit:

| | Prefix | Number | Title | Credits |
|----|--------|--------|-------|---------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ | _____ |

EXPERIENTIAL LEARNING EXPERIENCES. (This section should be as detailed as possible. Feel free to attach additional sheets to this form.)

TRAINING. May include correspondence, seminars, conferences, workshops, continuing education, formal military training, clinics, television/radio courses, etc.

A. _____

B. _____

C. _____

JOB/WORK EXPERIENCE: Include position or title, length of time in position, acquired skills.

A. _____

B. _____

C. _____

VOLUNTEER EXPERIENCE. Church, community, politics, schools, include length of time and duties/skills acquired.

- A. -----
- B. -----
- C. -----

INDEPENDENT LEARNING. Independent research, projects (e.g., self-taught computer skills, extensive reading, public writing and/or speaking, foreign languages, business owner/operator) include length of time and skills acquired.

- A. -----
- B. -----
- C. -----

RECREATIONAL ACTIVITIES. (e.g., acting, theater production, music performance, travel/tours, including acquired knowledge.

- A. -----
- B. -----
- C. -----

RELATED LICENSES OR CERTIFICATES.

- A. -----
- B. -----
- C. -----

MEMBERSHIP IN RELATED ORGANIZATIONS.

- A. -----
- B. -----
- C. -----