

**Office of the Registrar: Information for Incoming Students: CPL**

Indian Hills Community College - Credit for Prior Learning (CPL)

Credit for Prior Learning (CPL) is defined as:

- Credit by examination
- Experiential learning/work experience
- Transfer Credit
- Military education and training
- Non-credit articulated learning
- Non-credit non-articulated learning
- Industry recognized, third party portable certificates
  - Certificate
  - Credential
  - Licensure

The Credit for Prior Learning (CPL) process will allow:

- The articulation of IHCC non-credit non-articulated learning to credit course work.
- Students will request their non-credit learning to be assessed for equivalency to IHCC credit course work.
- Non-credit non-articulated learning when converted to institutional credit is not applicable to the residency requirement at IHCC.

**Policy Name:** Indian Hills Community College, Credit for Prior Learning Policy (CPL)

**Approval Authority:** Vice President for Academic Affairs

**Policy Owner:** Registrar

## Policy Statement

This policy explains agreements for converting all Credit for Prior Learning to technical college credit coursework.

## Reason for Policy

This policy defines the types of Credit for Prior Learning IHCC will award and methods for students to apply for CPL.

## The Policy

CPL is defined as college credit earned through experiences outside of IHCC credit course completion, transfer course completion or credit by examination. CPL requests cannot be made to replace a failing grade for a course previously attempted. The student will be assessed a non-refundable administrative charge of \$25 per application plus *one third* of the tuition per credit for each Application for Alternative Credit except when the outside work is IHCC Continuing Education coursework. Students applying for portfolio evaluation will be assessed a non-refundable charge of \$100 per application.

This policy does not exempt students from complying with all other IHCC graduation policies including residency policies. CPL may not count as institutional residence credit unless converted from IHCC Continuing Education coursework.

Credit for Prior Learning applicants must satisfy the IHCC general education core requirements and meet the institutional residency requirement (16 credit hours). All remaining degree requirements may be completed through credit for prior learning.

To obtain credit for Continuing Education coursework, the student must submit the following to the program coordinator:

1. Credit for Prior Learning Non-Credit Course Competencies form
2. Credit course master syllabus
3. The non-credit course's assessment instrument
4. Non-Credit to Credit Conversion form

To obtain credit for industry recognized, third-party portable certificate, credential or licensure, the state or national examination must have been successfully completed and currently valid. The student must submit the following to the program coordinator:

1. Credit for Prior Learning Application
2. Application for Admission

3. Industry Recognized, Third-Party Portable Certificate, Credential or Licensure form
4. Copy of certificate or license

To obtain credit for work experience or experiential learning, the student must submit the following to the program coordinator:

1. Credit for Prior Learning Application
2. Application for Admission
3. Credit Course Competencies Form
4. Portfolio to include but not limited to the following artifacts:
  - a. Tangible examples of competencies or a completed Portfolio Worksheet
  - b. A current resume
  - c. A job description that clearly defines duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested

If approved, *one third* of the tuition per credit for each Credit for prior Learning Application (except for IHCC Continuing Education), will be added to the student's bill for the current term. All forms, attachments and documentation will be submitted to the Registrar for billing, processing and archival.

CPL will be recorded on the student's transcript as an "L" which indicates credit for prior learning. The credit will not apply to the grade point average calculation. If the student transfers to another institution, credits earned through this policy are subject to the receiving institution's transfer credit policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.

If the Credit for Prior Learning Application is denied, the student will be notified in writing by the Registrar. The Application and a copy of the denial letter must be submitted to the Registrar for inclusion in the student's academic record and archival. The student may appeal the decision to the Vice President: Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

**Policy Name:** Indian Hills Community College, Credit for Prior Learning Policy (CPL)

**Approval Authority:** Vice President for Academic Affairs

**Policy Owner:** Registrar

#### Policy Statement

This policy explains agreements for converting non-credit coursework, training or experience to technical college credit coursework.

#### Reason for Policy

The granting of college credit must meet institutional and accrediting agencies' standards.

#### The Policy

Non-credit work that is eligible for conversion to technical college credit coursework is:

1. Continuing Education coursework
2. Industry recognized, third-party portable certification, credential or licensure
3. Work experience/experiential learning (Portfolio)
4. GAP Tuition Assistance Courses

Approvals are required from the Department Chair, Dean and Vice President for Academic Affairs.

Approved conversion agreements will be in effect for three years from the signature date at which time they must be reviewed and resubmitted for renewal. The renewal process is initiated by the Registrar's office.

A record of all approved non-credit to credit coursework will be archived by the Registrar's office

#### Roles and Responsibilities

**Non-Credit Requester:** Initiates application process, including submission of the Credit for Prior Learning Application, Application for Admission to IHCC, Credit Course Competencies, Portfolio Worksheet and any artifact documentation. Other CPL documentation may be submitted with application process when applicable.

**Credit Course Instructor, Program Director/Department Chair and Continuing Education staff member:** Works with non-credit requester to evaluate prior learning experience to determine whether credit may be awarded. The committee will utilize a rubric to evaluate artifacts provided by the applicant to make a determination on credit to be awarded. Applicants must meet 80% of the course competencies through prior learning artifacts and/or skill demonstration to be awarded credits. Applicants that do not meet the 80% requirement may be asked to submit additional documentation to be reviewed. Artifacts may include, but are not limited to: resumes, certificates, credentials and letter of employment.

**Dean:** Reviews and approves the Credit for Prior Learning Application, Credit Course Competencies, Portfolio Worksheet and all other supporting documentation.

**Vice President for Academic Affairs:** Reviews and approves Application for Alternative Credit, Credit Course Competencies, Portfolio Worksheet and all other supporting documentation.

**Registrar:** Notifies student of decision and payment due, and maintains archival of approved forms. Initiates renewal process for approved conversions. Once payment is received Registrar will award credits.

#### Process for converting Continuing Education coursework

The course must meet the following requirements:

1. Completion of 80% of required course competencies
2. Equivalent seat time/ contact hours to credit course
3. Instructor has credentials to teach the equivalent credit course
4. Approved non-credit coursework may be articulated to IHCC credit based on the existing policy

Forms to complete and route for approval:

5. Credit for Prior Learning Application
5. Non-Credit Course Competencies form
6. Credit course master syllabus
7. The non-credit course's assessment instrument
8. Non-Credit to Credit Conversion form

#### Process for converting industry recognized, third-party portable certification, credential or licensure

A credit department may convert certification, credential or licensure from a recognized state or national examination to technical college credit coursework.

Forms to complete and route for approval:

1. Credit for Prior Learning Application
2. Third Party Credential form

#### Process for converting work experience or experiential learning

Credit for work experience/experiential learning will be evaluated by the Department Chair or Program Director, the divisional Dean and a Continuing Education staff member, on a case-by-case basis upon examination of the student's portfolio. The portfolio will include but will not be limited to:

- d. Tangible examples of competencies and a completed Portfolio Worksheet
- e. A current resume
- f. A job description that clearly defines duties and a letter from the employer verifying that the student has met the competencies of the course(s) requested.
- g. Demonstration of skill (when applicable)
- h. Third party credentials, certificates, licensure

## **GAP Tuition Assistance Program**

The GAP Tuition Assistance Program provides tuition assistance to eligible applicants enrolling in an approved continuing education, non-credit, certificate training program. These programs are for in-demand occupations in the areas of information technology, advanced manufacturing, transportation and logistics, bio and life sciences, and allied health. Certificates earned will increase the skills of workforce members. Non-credit certificate programs are not eligible for federal financial aid. This program bridges the funding "gap" for students pursuing short-term certificates.

The GAP/PACE Coordinator and/or Pathway Navigator will initiate written communication with the Continuing Education Workforce Solutions assistant to enroll students in the GAP approved courses prior to the start of the academic term. No students may be enrolled in GAP funding after the first day of class/training.

Students in GAP approved programs will be graded by faculty using the standard credit letter grade system (A-D, F). In the event a GAP student does not complete the course(s) he/she is registered for, a grade of "U" will be placed in Datatel.

Students seeking to drop GAP funded program courses are required to meet with their Pathway Navigator in order to do so.

Students not completing GAP funded programs will be subject to full payment of their non-credit bill.

Removal from GAP assistance does not require the student to drop the courses/training.

GAP funded students entering an academic credit program must apply for admission, if they have not done so prior to enrolling in non-credit programming.

GAP program completers must request, in writing, a review of their non-credit transcript in the Indian Hills Community College Registrar's Office. Following a review of the non-credit coursework, the Indian Hills Community College Registrar's Office will apply eligible courses based on the non-credit grade earned. This credit will be awarded as transfer credit (Listed as "L" on a transcript).

## **Military Education and Training**

Indian Hills Community College generally recognizes the American Council of Education's (ACE) evaluation and recommendation for credit for military education and training where those credits are appropriate for use toward an Indian Hills Community College degree. Official military transcripts will be evaluated by the Office of the Registrar. Veterans should direct any questions regarding transfer credits to the Veteran's Affairs Office or the Office of the Registrar. All other IHCC policies related to transfer credits pertain to military credits.

Procedure for evaluating military credits:

Office of the Registrar will evaluate, based on ACE recommendations, all military transcripts for the program in which the veteran has applied as well as any courses which clearly equate to an Arts & Sciences course. Credit for military education will be recorded on the student's transcript as an "L" which indicates credit for prior education.

In the case of a course which is a pre-requisite to another course, the evaluation will be forwarded to an instructor who teaches the second course to determine whether or not the student would be prepared for the second course.

Any questions regarding the quality of the military experience would be referred to an IHCC instructor in that field.

Career/Technical courses would be forwarded to the appropriate program director for final approval of course equivalencies.

All other policies pertaining to transfer credits apply to military credits, including:

- a minimum of 15 semester hours in an associate degree program must be IHCC credits (a minimum of 12 semester hours, or one term, in a diploma program must be taken at IHCC)

## College Level Examination Program (CLEP)

Indian Hills will accept for credit appropriate test scores from the College Level Examination Program (CLEP). A maximum of 16 semester hours earned through the CLEP Program may be applied to the associate degree requirement. Complete CLEP rules, guidelines, subject matter examinations and test fees are available from the IHCC Testing Centers on the Ottumwa and Centerville campuses. Students are advised to review these policies before registering to take any of the exams. There is a charge for each CLEP test. However, there is no additional charge to add CLEP credit to an Indian Hills Community College transcript.

Students can contact the Ottumwa Testing Center by calling (800) 726-2585, ext. 5142, or (641) 683-5142. The Centerville Testing Center can be reached at (800) 670-3641, ext. 2232, or (641) 856-2143. Students can also send an email to [testing@indianhills.edu](mailto:testing@indianhills.edu).

### Credit by Examination

Students may “test out” of some courses at Indian Hills. The student must be enrolled in the course and is usually required to take the final exam. The student must achieve an “A” or “B” to receive credit for “testing out.”

- A. Indian Hills “test out” grades will appear as a “T” on the transcript. Contact an advisor or instructor prior to enrolling if you wish to test out of a course.
- B. The type of examination (title and/or subject), should be noted on the transcript.

### Credit by CLEP exam and Credit by Examination will not be granted:

1. If it duplicates courses previously passed or failed.
2. For a course which the student does not meet the stated prerequisites listed in the granting community college’s catalog, or
3. For a course which is a prerequisite to one for which credit has previously been earned.

### Advanced Placement Program (APP) of the College Board Credit

- A. IHCC will determine the credit to be awarded for the successful completion of each advanced placement program exam.
- B. A score of “3” will be the minimum score for credit awarded.
- C. A maximum of 16 semester hours earned through the AP Program may be applied to the associate degree requirement.

***No more than 30 semester hours will be awarded for successful completion of CLEP, APP and Credit by Examination.***



## CREDIT FOR PRIOR LEARNING Application

Credit is being requested for IHCC course:

Course Number	Credit Hours	Course Title
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*Please check appropriate box below. A separate application is required for each alternative credit request.*

- Student requesting IHCC Continuing Education course be converted to technical college credit coursework
  - Attach proof of IHCC Continuing Education course completion
  - Enclose \$25 administrative fee
- Student requesting CPL for industry recognized, third-party portable certificate, credential or licensure
  - Attach Industry Recognized, Third-Party Portable Certificate, Credential or Licensure form
  - Attach copy of certificate, credential or license
  - Enclose \$25 administrative fee
- Student requesting CPL for past learning including work experience and experiential learning
  - Attach Portfolio Worksheet and supporting documentation
  - Enclose \$100 administrative fee

Name of Applicant	Student ID #
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Street Address

City	State	Zip
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Telephone	IHCC Email
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I have read the policy on the reverse side of this form and understand my request for credit may be or may not be approved.

Signature	Date
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Department Chair: _____	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	
Signature	Date:		

Dean: _____	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	
Signature	Date:		

Registrar: _____	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	
Signature	Date:		

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Administrative Fee of \$25 Received: _____ Date	Tuition Received: _____ Date
Credit added to transcript: _____ Date	Applicant Notified: _____ Date

**Credit for Prior Learning Policy**

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This policy does not exempt students from complying with all other IHCC graduation policies including residency and graduation policies. Credit for Prior Learning may not count as institutional residence credit unless converted from IHCC Continuing Education coursework.

If approved, one third of the tuition per credit for each Credit for Prior Learning Application (except for IHCC Continuing Education), will be added to the student’s bill for the current term. All forms, attachments and documentation will be submitted to the Records Evaluator for billing, processing and archival.

CPL will be denoted on the student’s transcript as “L” which denotes credit for prior education. The credit will not apply to the grade point average calculation. If the student transfers to another institution, credits earned through this policy are subject to the receiving institution’s transfer credit policies and procedures. It is not guaranteed that all post-secondary institutions will recognize these credits.

If the Credit for prior Learning Application is denied, the student will be notified in writing by the Department Chair or Dean. The Application and a copy of the denial letter must be submitted to the Records Evaluator for inclusion in the student’s academic record and archival. The student may appeal the decision to the Vice President Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.



**INDUSTRY RECOGNIZED, THIRD-PARTY PORTABLE CERTIFICATE, CREDENTIAL OR LICENSURE**

\* \* \* Copy of certificate/credential/licensure(s) must be attached to this application \* \* \*

Credit being requested:

Title of Certificate/Credential/Licensure Completed	Date Completed	Title of IHCC Course	Course Number	Credits

I request the above credit for my certificate/credential/licensure(s).

I understand that the credit may or may not be awarded.

I understand my certificate/credential/licensure(s) must not have been earned more than two years from the Application for Alternative Credit date to receive credit.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
ID #

\_\_\_\_\_  
Date

I have reviewed the attached Certificate/Credential/Licensure(s) and after evaluation determined them to be equivalent to the above IHCC coursework. Attached is documentation of the evaluation of the certificate/credential/licensure(s).

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
DATE

Approve  Deny

\_\_\_\_\_  
DEAN

\_\_\_\_\_  
DATE

Approve  Deny

\_\_\_\_\_  
VP ACADEMIC AFFAIRS

\_\_\_\_\_  
DATE

Approve  Deny

## NON-CREDIT COURSE COMPETENCIES

Non-Credit Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Credit Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

For each credit course competency listed on the master syllabus, describe how, and the degree to which, this non-credit course meets the competency.

*Competency 1:*

*Competency 2:*

*Competency 3:*

*Competency 4:*

*Competency 5:*

*Competency 6:*

*Competency 7:*

*Competency 8:*

Non-Credit Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Credit Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

Portfolio Rubric					
<b>Count of STANDARD or above</b>					
<b>Total student Learning Outcomes</b>					
<b>Percentage</b>					
<b>Decision (applicant must meet 80% of the SLO's at a level 4 or 5)</b>	<b>IHCC requires 80% proficiency to award Credit for Prior Learning</b>				
	<b>Scale</b>				
Rubric Definitions	SLO missing or wrong	SLO evident, but not acceptable	SLO Acceptable	SLO Well Documented	SLO Proficient
1 = SLO missing or wrong - The applicant did not submit artifacts for this SLO or the content was clearly wrong					
2 = SLO evident, but not acceptable - Artifact(s) are applicable to the SLO, but their achievement is not to an acceptable level					
3 = SLO Acceptable - Artifact(s) support the belief that the applicant has the <b>minimum</b> knowledge and ability in this SLO					
4 = SLO Well Documented - Applicant provides artifacts that illustrate his/her competency and/or skill					
5 = SLO Proficient - Applicant provides support illustrating his/her proficiency with the SLO					
<b>Course Student Learning Outcomes</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1 Course SLO					
2 Course SLO					
3 Course SLO					
4 Course SLO					
5 Course SLO					
6 Course SLO					
7 Course SLO					
8 Course SLO					
9 Course SLO					
10 Course SLO					
11 Course SLO					
12 Course SLO					
13 Course SLO					
14 Course SLO					
15 Course SLO					

## SAMPLE PORTFOLIO WORKSHEET

(Example of a completed form.)

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)	2008-2012 Administrative Assistant position, ABC Company, Inc. 124 E. Main Street Tampa, Florida 52230	<ul style="list-style-type: none"> <li>• Maintained inventory control of publications</li> <li>• Correspond with clients</li> <li>• Wrote a copy for press</li> <li>• Prepared monthly budget</li> <li>• Supervised clerical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational procedures</li> <li>• Problem solving</li> <li>• How to write letters and memos</li> <li>• How to prepare new copy</li> <li>• How to set up account books</li> <li>• How to deal with difficult personnel issues</li> </ul>	<ul style="list-style-type: none"> <li>• How to develop inventory control</li> <li>• How to write more effectively</li> <li>• Public relations</li> <li>• How to monitor accounts</li> <li>• Personnel policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Office job description from employer</li> <li>• Letter from supervisor</li> <li>• Resume</li> <li>• Documentation of past work (copy of a budget, letters written)</li> <li>• Any documentation of training taken place at work</li> </ul>
	2012-Present Elected Board Treasurer	<ul style="list-style-type: none"> <li>• Prepared budget proposals for Board</li> <li>• Reviewed expenditures of school district</li> <li>• Worked with state auditors</li> <li>• Prepared budget statements for district newsletter</li> <li>• Gave public presentations of annual budget report</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of state and local budget</li> <li>• How to explain budget and provide necessary information</li> <li>• How to write professionally</li> <li>• How to speak professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Budgeting for \$5 million annual budget</li> <li>• Prudent fiscal management</li> <li>• Professional writing procedures</li> <li>• How to be persuasive</li> <li>• Improvement of public speaking</li> <li>• Public relations</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of professional writing</li> <li>• Examples of prepared budgets</li> <li>• Video or documentation of presentations made</li> </ul>

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Education: Non-Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to IHCC credit competencies)	Stress Management Workshop IHCC Continuing Education			<ul style="list-style-type: none"> <li>• Effective breathing exercises</li> <li>• How to decrease burn out</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate from course – earned 2.5 CEUs</li> <li>• Registration form</li> </ul>
Volunteer Experience/Other (Use for experiential learning, life experience, work, portfolio, etc)	2002-2007 GRRAND (Golden Retriever Rescue and Adoption of Needy Dogs)	<ul style="list-style-type: none"> <li>• Home visits</li> <li>• Coordinated follow up calls</li> </ul>	<ul style="list-style-type: none"> <li>• How to explain policies and procedures very clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• How to lead other volunteers effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Pictures from events</li> <li>• Information given out at home visits</li> <li>• Letter of reference from volunteer supervisor</li> </ul>
	Volunteer vacation to Australia	<ul style="list-style-type: none"> <li>• Lived on conservation property</li> <li>• Worked throughout property (feeding animals, planting trees, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• How to live/work with different cultures</li> </ul>	<ul style="list-style-type: none"> <li>• Ecological concerns in foreign countries</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance letter</li> <li>• Pictures</li> <li>• Itinerary</li> </ul>



## PORTFOLIO WORKSHEET

(May use multiple sheets to fully document competencies)

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)					
Education: Non- Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to IHCC credit competencies)					
Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc)					

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)					
Education: Non- Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to IHCC credit competencies)					
Volunteer Experience/Other (use for experiential learning, life experience, work, portfolio, etc)					

Credit Course Competencies

Credit Course Title: \_\_\_\_\_ Course Number: \_\_\_\_\_

For each credit course competency listed on the master syllabus, describe how, and the degree to which your prior learning experience meets the competency. All applicants must meet 80% of the course competencies to be awarded credit. (Use multiple forms if necessary)

Competency 1:

Competency 2:

Competency 3:

Competency 4:

Competency 5:

Competency 6:

Competency 7:

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Credit Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Program Director/Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Continuing Education staff member \_\_\_\_\_ Date \_\_\_\_\_

