



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
ACAF 3.04

Date of Adoption/Revision:
April 20, 2016

SUBJECT	CREDIT FOR PRIOR LEARNING (CPL) POLICY
AUTHORITY	Office of the Provost/Enrollment Management
APPLICABILITY	All Bennett College students, especially non-traditional students
PURPOSE	<p>Bennett College recognizes that learning is a lifelong process and recognizes knowledge is acquired in many different ways. In addition to the traditional classroom setting, mastery of college-level knowledge and skills may occur as a result of nontraditional learning experiences such as employment, military training and experience, non-collegiate training programs, advanced high school courses, and self-development. Bennett College awards applicable credits earned for nontraditional prior learning. This pathway saves the student time and money, shortening and/or easing the path to degree completion.</p> <p>Definitions: <i>Credit for Prior Learning</i> (CPL) is the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions. For purposes of this policy, does not include regular credit-bearing courses from regionally accredited institutions of higher education, normally accepted for transfer credit or International Baccalaureate (IB) or Advanced Placement (AP) credits earned while in high school. Each department's major should have an approved rubric or <i>CPL Checklist</i>.</p>
POLICY	Bennett College awards applicable credits earned for nontraditional students prior learning according to measurable college-level learning, which includes knowledge, skills and competencies obtained.

PROCEDURES

College credit may be granted on a case-by-case basis for prior learning only when it can be documented and falls within Bennett College’s regular credit course offerings. Application for credit for prior learning must be approved prior to course enrollment regardless of method or type of prior learning. All mandatory institutional requirements for degree programs must be met and individuals are only eligible for prior learning credit once officially accepted as a Bennett College student. Each department’s major should have an approved rubric or CPL Checklist.

A maximum of 15 hours may be earned and applied for measurable college-level work experience. The total of all credit by examination and non-traditional education cannot exceed 24 hours earned and applied toward a degree. Please note that there may be financial aid implications as it relates to credit for prior learning. Please visit with the Financial Aid Office for further details. Transferability of prior learning credit is at the discretion of the receiving institution and is not guaranteed to transfer to other institutions.

Non-collegiate Programs

Credit may be granted for training programs that have been successfully completed at non-collegiate organizations such as government agencies, and corporations and businesses, when applicable to students’ declared programs of study at Bennett College and approved by the Bennett College instructional department and dean. Non-collegiate courses will be evaluated in accordance with the American Council on Education (ACE) recommendations. Non-collegiate programs must be approved prior to Bennett College course enrollment when students believe they have mastery of course skills and objectives. Successful performance and payment of fees results in course credits and appears on transcripts as proficiency credit. Credit for non-collegiate programs cannot be retaken and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to receiving credit. A fee is associated with the application. Each department’s major should have an approved rubric or CPL Checklist.

Military Education and Training

Credit may be granted for military education and training, based on recommendations made by the American Council on Education. Credit will be awarded in disciplines substantially similar to courses and programs offered by Bennett College. Official military transcripts, including Community College of the Air Force (CCAF), AARTS, SMART, or other military transcripts, must be submitted to the Office of the Registrar.

Portfolio Assessment

Credit for prior learning acquired through employment, self-study, volunteer, civic, or other activities may be awarded through the portfolio assessment option. Students must demonstrate that prior learning and experience have resulted in the acquisition of college-level competencies and skills directly related to courses

in their learning programs. Credit through portfolio assessments must be requested prior to course enrollment when students believe they have mastery of course skills and objectives. Successful portfolio performance results in course credits and appears on transcripts as proficiency credit. Portfolio assessments can be attempted only once per course and cannot be taken by students previously unsuccessful in courses for which they are seeking credit. Students must be admitted to the college prior to attempting portfolio assessment. Application for portfolio assessment must be submitted two weeks prior to the start of the term in which the student plans to enroll. A fee is associated with the application. Each department's major should have an approved rubric or CPL Checklist.

Replaces policy:

References:

Compliance with Appropriate SACSCOC Requirements and Standards. Retrieved from <http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>

Best Practices: Credit for Prior Learning. (2016). American Council on Education. Retrieved from <http://www.acenet.edu/news-room/Pages/Best-Practices-Credit-for-Prior-Learning.aspx>

Credit for Prior Learning Practices (2014). AACRAO. Retrieved from http://www.aacrao.org/docs/default-source/PDF-Files/aacrao_dec_2014_60_second_survey_credit_for_prior_learning_practices.pdf?sfvrsn=4

Prior Learning Assessment Services. (2015). The Council for Adult & Experiential Learning. Retrieved from <http://www.cael.org/pla.htm>

Benchmarks:

University of Maryland University

College <http://www.umuc.edu/undergrad/creditoptions/priorlearning/index.cfm>

University of Southern Maine

<http://usm.maine.edu/pla>

North Central Missouri

University <http://www.ncmissouri.edu/admissions/Documents/credit-for-prior-learning.pdf>

Liberty University (Online) <https://www.liberty.edu/online/credit-for-prior-learning/>

Clark College http://www.clark.edu/enroll/credential-evaluation/nontraditional_programs.php

Fayetteville Technical Community College <http://www.faytechcc.edu/campus-life/academic-resources/credit-for-prior-learning/>

Wilberforce University <http://www.wilberforce.edu/academics/c-l-i-m-b/credit-for-prior-learning/>