

PURPOSE

The credit for prior learning (CPL) program shall provide an opportunity for students to utilize credit by examination, transfer credit, credit by credential (industry certification and licensure), and prior learning assessment (PLA)(this includes career and technical education, industry/ corporate, or military training) in order to establish credit for certain specified courses.

PROCEDURES

Procedures for earning credit for prior learning (CPL) shall be as follows:

Credit by Exam

1. Faculty or designated CPL Coordinator shall recommend to the Curriculum and Instruction Committee courses in their respective divisions or program areas for which credit by examination may be earned. The recommendations shall include the title of the specific examination to be used for each course and the satisfactory scores for each examination. Additional information such as a sample examination, standards of proficiency, or a description of skills that the recommending body deems appropriate may also be included.
2. The Curriculum and Instruction Committee shall recommend to the college president those courses that they feel credit by examination should be established and the title of the specific examination and satisfactory score for each course.
3. Credit by examination may be awarded students who earn satisfactory scores on specific tests and upon successful completion of six credit hours at the college.
4. Students shall make application to take credit by examination on appropriate forms secured from the counseling office. A nonrefundable examination fee will be paid by the student when the application is submitted. Each application shall be recommended by a counselor or faculty member, and endorsed by the appropriate division chair. The director of counseling and testing shall specify the person to administer the examination.
5. The person who administers the examination shall certify the results of the examination and return it to the counseling and testing office. The counseling and testing office shall notify the student of the examination results and will also notify the registrar's office in order for credit to be recorded on the student's permanent record.

6. When locally developed and administered tests are used, the examination fee shall be \$20 per semester hour of credit.

INSTRUCTIONAL ARRANGEMENTS:
CREDIT BY EXAMINATION

ECD-R
(LOCAL)

7. Full-time teaching personnel and division chairs (except staff members) may be compensated for grading at the rate of \$20 per examination. Exceptions to this rate must have the approval of the president.

Regulations governing credit by examination are as follows:

1. Up to a maximum of 24 credit hours may be earned by a student by examination. Deviations in exceptional cases may be granted upon recommendation of the appropriate division chair and dean of instruction, and approval of the president.
2. A student who wishes to satisfy course prerequisites by examination must complete the examination satisfactorily before registering for advanced courses except with special permission of the program chair or division chair as applicable.
3. Examination for credit for any single course may be retaken only once. Any retake cannot be scheduled sooner than 30 days following the date of the initial attempt.

Credit by Credential

Many students hold a license or certifications in their profession. Credit may be awarded through PLA for licensures/certifications that are technically equivalent to learning outcomes and competencies of BC courses and/or programs of instruction.

1. A faculty or administrator shall recommend to the Curriculum and Instruction Committee courses for which credit by credential may be earned. The recommendations should be submitted using a standardized form and shall include the name and course number of the course for which credit is being sought, the name of the license or certification that is being presented for review, a justification for the alignment of learning outcomes and competencies, and the name and signature of a credentialed instructional subject matter expert. Any additional information related to standards of proficiency or descriptions of skills as appropriate may also be included.
2. The Curriculum and Instruction Committee shall recommend to the college president those courses that they feel credit by credential should be established and the title of the specific licence or certification and correlating learning outcomes.
3. Credit by credential may be awarded to students who have

- earned approved licenses and credentials and upon successful completion of six credit hours at the college.
4. Students shall make application to take credit by credential on appropriate forms secured from the counseling office. Each application shall be recommended by a counselor, administrator, or faculty member.
 5. The Curriculum and Instruction Committee should log approvals for credit by certification into database. Once a specific certification or licence is approved for specific course credit, it is approved for all future requests that are for the same credential or certification and course match. The designated CPL Coordinator shall notify the student of the results of their credit by credential request and will also notify the registrar's office in order for credit to be recorded on the student's permanent record.
 6. No more than 75% of credits may be earned for prior learning including credit by examination, credit by credentialing, prior learning assessed credit, and transfer credits.

Credit for Prior Learning Assessment

Many students have completed career and technical education, industry or corporate training, or military training equivalent to the education provided through BC credit coursework. Credit may be awarded through PLA for completion of training that is technically equivalent to the learning outcomes and competencies of BC courses and/or programs of instruction.

1. A faculty or designated CPL Coordinator shall recommend to the Curriculum and Instruction Committee courses for which credit by PLA may be earned. The recommendations should be submitted using standardized form and shall include the name and course number of the course for which credit is being sought, the name, contact hours, course description, and learning outcomes of the training/coursework being presented for review, a justification for the alignment of learning outcomes and competencies, and the name and signature of a credentialed instructional subject matter expert. Any additional information related to standards of proficiency or descriptions of skills as appropriate may also be included.
2. The Curriculum and Instruction Committee shall recommend to the college president those courses that they feel credit by PLA should be established and the accompanying paperwork to be used in the approval process.
3. Credit by PLA may be awarded students who have completed approved prior training and upon successful completion of six credit hours at the college.
4. Students shall make application to take credit by PLA on appropriate forms secured from the counseling office. Each application shall be recommended by a counselor, CPL Coordinator, or faculty member.
5. The Curriculum and Instruction Committee should log

approvals for credit by PLA into database. Once a specific training or course is approved for specific course credit, it is approved for all future requests that are for the same training and course. The designated CPL Coordinator shall notify the student of the credit by PLA request results and will also notify the registrar's office in order for credit to be recorded on the student's permanent record.

6. Up to 75% of credits toward degree or certificate may be earned for prior learning including any combination of the following: credit by examination, credit by credentialing, prior learning assessed credit, and transfer credits.

Brazosport College restricts credit to courses that are applicable to programs offered at Brazosport College, or accepts course credit from accredited institutions for courses not offered at Brazosport College as a general academic elective.

Brazosport College accepts freshman and sophomore level course for transfer to meet degree requirements from accredited colleges. Technology courses that are not in the Workforce Education Manual from in-state colleges and out-of-state courses are reviewed by the Curriculum and Instruction Committee to ensure that course work is at the same level and includes comparable outcomes as Brazosport College courses. Courses that are at the same level with the same outcomes are recommended as substitutions in the degree by the Curriculum and Instruction Committee and approved by the college President.

TRANSFER OF UPPER DIVISION COURSES

For upper division courses in the College's applied baccalaureate degree programs, Brazosport College accepts courses for transfer from accredited colleges and universities. Both in-state and out-of-state upper-division courses must be at the same level as institutionally offered upper-division coursework, demonstrate equivalent student learning outcomes, and be taught by faculty with appropriate credentials. The Bachelor of Applied Technology Admissions Committee composed of the Registrar, Dean of Instruction, and the Division Chair of Baccalaureate Programs, evaluates the transcripts of every program applicant and makes a determination on the applicability of transfer credit based upon the aforementioned criteria.