

*Student Guide to
Credit for Prior Learning*

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I. What is Prior Learning?

Prior Learning is 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 in-service 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 Colleges System (CCCS) awards credit for prior learning based on board policy 9-42 of the State Board of 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/ECE/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 may be 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. No letter grade will be posted on the student's transcript for any of the prior learning methods. The course title, course number and semester hours only will be posted on student transcripts.
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. STANDARIZED TEST MATRIX

The Community Colleges of Colorado have established the CCC Standardized Test Matrix for Award of 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 Activities for Non-Traditional Educational Support)
 - APP (Advanced Placement Program)
 - 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 given by testing centers. Tests currently in use show no ending date.

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

* 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.

CLEP EXAM EQUIVALENCIES					
APPROVED FOR AWARD OF CREDIT					
EXAM NAME	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 (Revised Test Scores)	Jul 93 – Dec 94	ENG 121	English Composition I	3	520*
English Composition with Essay (Revised)	Jan 95 – Jun 01	ENG 121	English Composition I	3	420*
English Composition with Essay (Revised)	Jul 01	ENG 121	English Composition I	3	50
Humanities	Jan 92 – Jun 93	HUM 121 HUM 122	Survey of Humanities I Survey of Humanities II	6	452*
Humanities (Revised Test Scores)	Jul 93 – Jun 01	HUM 121 HUM 122	Survey of Humanities I Survey of Humanities II	6	450*
Humanities (Revised Test Scores)	Jul 01	HUM 121 HUM 122	Survey of Humanities I Survey of Humanities 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 (Revised Test Scores)	Jul 93 – Jul 95	MAT 100 See note (a). MAT 105 See note (b).	Elementary Algebra Intermediate Algebra	7/8/9**	500*

- (a) Elementary Algebra was changed from MAT 100 to Introductory Algebra MAT 090 in 2002.
(b) Intermediate Algebra was changed from MAT 105 to MAT109 in 2002 and again changed to Survey of Algebra MAT 106 in 2003.

CLEP EXAM EQUIVALENCIES					
APPROVED FOR AWARD OF CREDIT					
EXAM NAME	DATES	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
SUBJECT EXAMINATIONS:					
Composition and Literature:					
American Literature	Jan 92 – Jun 01	LIT 211 LIT 212	Survey of American Literature I Survey of American Literature II	6	46
American Literature	Jul 01	LIT 211 LIT 212	Survey of American Literature I Survey of American Literature II	6	50
Analysis and Interpretation of Literature	Jan 92 – Dec 97	LIT 115	Introduction to Literature	3	49
Analysis and Interpretation of Literature (revised)	Jan 98 – Jun 01	LIT 115	Introduction to Literature	3	47
Analysis and Interpretation of Literature (revised)	Jul 01	LIT 115	Introduction to Literature	3	50
College Composition with Essay	Jan 92 - Dec 94	ENG 121	English Composition I	3	53*
Freshman College Composition w/Essay (essay is locally graded)	Jan 95 - Jun 01	ENG 121	English Composition I	3	44
Freshman College Composition w/Essay (essay is locally graded)	Jul 01	ENG 121	English Composition I	3	50
English Literature	Jan 92 – Jun 01	LIT 221 LIT 222	Survey of British Literature I Survey of British Literature II	6	50*
English Literature	Jul 01	LIT 221 LIT 222	Survey of British Literature I Survey of British Literature II	6	50
Foreign Languages:					
College French	Jan 92 – Jun 01	FRE 111 FRE 111,112	French I French I & French II	5 10	41 48
College French	Jul 01	FRE 111,112	French I & French II	10	50
College French	Mar 03	FRE 111,112	French I & Fre II	8	50
College French	Mar 03	FRE 211,212	French III & Fre IV	16	62
College German (revised)	Jan 96 – Jun 01	GER111 GER111,112	German I German I & Ger II	5 10	37 42
College German (revised)	Jul 01	GER111,112	German I & Ger II	10	50
College German (revised)	Jul 01	GER111,112	German I & Ger II	10	50
College Spanish (title change as of Jan 97 - College Level Spanish Language)	Jan 92 – Jun 01	SPA 111 SPA 111, 112	Spanish I Spanish I & Spanish II	5 10	41 50

College Spanish (title change as of Jan 97 - College Level Spanish Language)	Jul 01	SPA 111, 112	Spanish I & Spanish II	10	50
College Spanish	Mar 03	SPA111,112	Spanish I & Spa II	8	50
College Spanish	Mar 03	SPA211,212	Spanish III & Spa IV	16	66
History and Social Sciences:					
American Government	Jan 92 – Jun 01	POS 111	American National Government	3	47
American Government	Jul 01	POS 111	American National Government	3	50
American History I: Early Colonization to 1877	Jan 92 - Dec 97	HIS 201	U.S. History I	3	45
American History II: 1865 to the Present	Jan 92 - Dec 96	HIS 202	U.S. History II	3	45
History of the United States I: Early Colonization to 1877 (revised)	Jan 97 – Jun 01	HIS 201	U.S. History I	3	45
History of the United States I: Early Colonization to 1877 (revised)	Jul 01	HIS 201	U.S. History I	3	50
History of the United States II: 1865 to the Present (revised)	Jan 97 – Jun 01	HIS 202	U.S. History II	3	46
History of the United States II: 1865 to the Present (revised)	Jul 01	HIS 202	U.S. History II	3	50
Introduction to Educational Psychology	Jan 92 – Jun 01	PSY 245	Educational Psychology	3	50*
Introduction to Educational Psychology	Jul 01	PSY 245	Educational Psychology	3	50
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	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	ECO 202	Principles of Microeconomics	3	50
Introductory Psychology	Jan 92 – Jun 01	PSY 101	General Psychology	3	47
Introductory Psychology	Jul 01	PSY 101	General Psychology	3	50
Introductory Sociology	Jan 92 – Jun 01	SOC 101	Introduction to Sociology	3	47
Introductory Sociology	Jul 01	SOC 101	Introduction to Sociology	3	50
Western Civilization I: Ancient Near East to 1648	Jan 92 – Jun 01	HIS 101	Western Civilization I	3	45
Western Civilization I: Ancient Near East to 1648	Jul 01	HIS 101	Western Civilization I	3	50
Western Civilization II: 1648 to the Present	Jan 92 – Jun 01	HIS 102	Western Civilization II	3	47
Western Civilization II: 1648 to the Present	Jul 01	HIS 102	Western Civilization II	3	50

Science and Mathematics:					
Calculus with Elementary Functions	Jan 92 - Dec 95	MAT 201	Calculus I	5	47
Calculus with Elementary Functions (revised)	Jan 96 - Jun 01	MAT 201	Calculus I	5	41
Calculus with Elementary Functions (revised)	Jul 01	MAT 201	Calculus I	5	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 MAT 122	College Algebra College Trigonometry	6/7/8**	45
College Algebra - Trigonometry	Jul 01	MAT 121 MAT 122	College Algebra College Trigonometry	6/7/8**	50
Trigonometry	Jan 92 - Jun 01	MAT 122	College Trigonometry	2/3/4**	50
Trigonometry	Jul 01	MAT 122	College Trigonometry	2/3/4**	50
General Biology	Jan 92 - Jun 01	BIO 111	General College Biology	5	54*
General Biology	Jul 01	BIO 111	General College Biology	5	50
General Chemistry	Jan 92 - Jun 01	CHE 111	General College Chemistry I	5	54*
General Chemistry	Jul 01	CHE 111	General College Chemistry I	5	50
Business:					
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
Introductory Accounting (title change as of Jan 97 - Principles of Accounting)	Jan 92 - Jun 01	ACC 121	Principles of Accounting I	3 - 5**	52*
Introductory Accounting (title change as of Jan 97 - Principles of Accounting)	Jul 01	ACC 121	Principles of Accounting I	3 - 5**	50
Introductory Business Law	Jan 92 - Jun 01	BUS 216	Legal Environment of Business	3	54*
Introductory Business Law	Jul 01	BUS 216	Legal Environment of Business	3	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	MAR 216	Principles of Marketing	3	50

EXCELSIOR COLLEGE EXAMINATIONS (JAN 01) FORMERLY REGENTS COLLEGE EXAMINATION (SEP 98 TO DEC 00) FORMERLY ACT-PEP EXAMINATIONS (START DATE TO AUG 98) All exams with an end date have been discontinued					
EXCELSIOR/REGENTS/ACT-PEP COLLEGE EXAM EQUIVALENCIES APPROVED FOR AWARD OF CREDIT					
EXAM NAME	DATES	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
SUBJECT EXAMINATIONS:					
Arts and Sciences:					
Anatomy and Physiology	Jan 92	BIO 201 BIO 202	Human Anatomy and Physiology I Human Anatomy and Phys. II	4/5** 4/5**	50*
Physical Geology	Jan 92	GEY 111	Physical Geology	4	45
Ethics: Theory and Practice	Jan 98	PHI 112	Ethics	3	47
Religions of the World	Jan 95	PHI 115	Comparative Religions	3	20*
Life Span Developmental Psychology	Jan 98	PSY 235	Human Growth and Development	3	47
Abnormal Psychology	Jan 98	PSY 249	Abnormal Psychology	3	45
Statistics	Jan 92 – Dec 97	MAT 135	Introduction to Statistics	3	45
Statistics (revised)	Jan 98	MAT 135	Introduction to Statistics	3	49
Foundations of Gerontology	Jan 98	***	***	***	45
English Composition	Jan 01	ENG 121	English Composition I	3	47
Business:					
Introductory Accounting	Jan 92	ACC 121	Principles of Accounting I	3/4/5**	52*
Introductory Accounting	Jan 92	ACC 122	Principles of Accounting II	3/4/5**	
Organizational Behavior [The Business Steering Committee has approved granting awarded credit for this exam at the institution's discretion.]	Jan 98	***	***	***	***
Principles of Management	Jan 92 – Dec 97	MAN 226	Principles of Management	3	52*
Principles of Management (revised)	Jan 98	MAN 226	Principles of Management	3	45
Human Resource Management	Jan 92 – Dec 97	***	Human Resource Management	3	Pass
Human Resource Management (revised)	Jan 98	***	***	***	47
Principles of Marketing	Jan 92 – Dec 97	MAR 216	Principles of Marketing	3	45
NOTE: Nursing examinations are addressed in the State of Colorado Nursing Articulation Agreement					

DANTES EXAM EQUIVALENCIES APPROVED FOR AWARD OF CREDIT					
EXAM NAME	DATES	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
Business:					
Personnel/Human Resource Management	Jan 92	***	Human Resource Management	3	51*
Introduction to Business	Jan 92	BUS 115	Introduction to Business	3	54*
Introduction to Computers w/BASIC	Jan 93	CIS 115	Introduction to Computers	3/4**	57*
Business Law II	Jan 92	***	Legal Environment of Business II	3	53*
Basic Marketing	Jan 92	MAR 216	Principles of Marketing	3	51*
Principles of Financial Accounting I	Jan 92 - Dec 94	ACC 121	Principles of Accounting I	3/4/5**	53*
Principles of Financial Accounting I (revised)	Jan 95	ACC 121	Principles of Accounting I	3/4/5**	49
Principles of Supervision	Jan 94	***	Principles of Supervision	3	46
Business Mathematics	Jan 93	***	Business Mathematics	3/4**	52*
Introductory Cost Accounting	Jan 95 - Dec 96	ACC 226	Cost Accounting	4/5**	46
Management Information Systems [The CIS discipline committee has approved granting awarded credit for this exam at the institution's discretion.]	Jan 98	***	***	***	***
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 I (revised)	Jan 94 - Dec 96	SPA 111	Spanish I	5	48
Beginning Spanish II	Jan 92 - Dec 93	SPA 112	Spanish II	5	48
Beginning Spanish II (revised)	Jan 94 - Dec 96	SPA 112	Spanish II	5	47
Humanities:					
Introduction to World Religion	Jan 92	PHI 115	Comparative Religions	3	49
Ethics in America	Jan 92	PHI 112	Ethics	3	67
Mathematics:					
Principles of Statistics	Jan 92	MAT 135	Introduction to Statistics	3	48
Physical Science:					
Physical Geology	Jan 92 - Dec 94	GEY 111	Physical Geology	4	46
Physical Geology (revised)	Jan 95	GEY 111	Physical Geology	4	53*
Astronomy	Jan 92	AST 101	Astronomy I	4	64*
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*
Environment and Humanity: The Race to Save the Planet	Jan 98	BIO 109	Humans and the Environment	3-4	46
Social Science:					
Lifespan Development Psychology	Jan 92 - Dec 94	PSY 235	Human Growth and Development	3	47
Lifespan Development Psychology (revised)	Jan 95	PSY 235	Human Growth and Development	3	46
Geography	Jan 92 - Dec 94	GEO 105	World Regional Geography	3	53*
Human/Cultural Geography	Jan 95	GEO 105	World Regional Geography	3	48
General Anthropology	Jan 92	ANT 101	Cultural Anthropology	3	47
Criminal Justice	Jan 93	CRJ 110	Introduction to Criminal Justice	3	54*
Introduction to Law Enforcement	Jan 93 - Dec 97	CRJ 125	Law Enforcement Operation	3	54*
Introduction to Law Enforcement (revised)	Jan 98	CRJ 125	Law Enforcement Operations	3	45
Fundamentals of Counseling	Jan 92-Dec 92	***	Principles of Counseling	3/4**	45
Fundamentals of Counseling (revised)	Jan 93	***	Principles of Counseling	3/4**	47*
Foundations of Education	Jan 96	***	Introduction to Education	3	46
Applied Technology:					
Technical Writing w/Essay	Jan 92 - Dec 94	ENG 131	Technical Writing	3	66*
Technical Writing w/Essay	Jan 95	ENG 131	Technical Writing	3	46

ADVANCED PLACEMENT (AP) EXAM EQUIVALENCIES APPROVED FOR AWARD OF CREDIT					
EXAM NAME	DATES	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
Art:					
History of Art	Jan 95	ART 111 ART 111, 112	Art History I Art History I & II	3 6	3 4
Studio Art	Jan 95	ART 121	Drawing I	3	3
<i>Computer Science:</i>					
Computer Science A	Jan 95	CSC 160	Computer Science I: Pascal	4	4
Computer Science AB	Jan 95	CSC 161	Computer Science II	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	3	3
Foreign Languages:					
French Language	Jan 95	FRE 111 FRE 111, 112	French I French I & II	5 10	3 4
French Literature	Jan 95	FRE 211 FRE 211, 212	French III French III & IV	3 6	3 4
German Language	Jan 95	GER 111 GER 111, 112	German I German I & II	5 10	3 4
Latin	Jan 98	FOL ***	***	5	3
Spanish Language	Jan 95	SPA 111 SPA 111, 112	Spanish I Spanish I & II	5 10	3 4
Spanish Literature	Jan 95	SPA 211 SPA 211, 212	Spanish III Spanish III, IV	3 6	3 4
Government and Politics:					
United States Government and Politics	Jan 95	POS 111	American Government	3	3
Comparative Government and Politics	Jan 95	POS 216	Comparative Politics	3	3
History and Social Sciences:					
Economics	Jan 95	ECO 201 ECO 202	Principles of Macroeconomics Principles of Microeconomics	3 3	3 3
Psychology	Jan 95	PSY 101	General Psychology I	3	3
European History	Jan 95	HIS 101 HIS 101, 102	Western Civilization I Western Civilization I & II	3 6	3 4
United States History	Jan 95	HIS 201 HIS 201, 202	U.S. History I U.S. History I & II	3 6	3 4
<i>Mathematics:</i>					
Calculus AB	Jan 95	MAT 201	Calculus I	5	3
Calculus BC	Jan 95	MAT 201 MAT 201,202	Calculus I Calculus I & II	5 10	3 4
Statistics	Jan 98	MAT 135	Introduction to Statistics	3	3
Music:					
Music Theory	Jan 95	MUS 101 MUS 101, 102	Music Theory I Music The. I & II	3 / 4** 6 / 8**	3 4

ADVANCED PLACEMENT (AP) EXAM EQUIVALENCIES APPROVED FOR AWARD OF CREDIT					
EXAM NAME	DATES	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
Science:					
Biology	Jan 95	BIO 111	General College Biology I	5	3
		BIO 111, 112	General College Biology I & II	10	4
Chemistry	Jan 95	CHE 111	General College Chemistry I	5	3
		CHE 111,112	General College Chemistry I & II	10	4
Physics B	Jan 95	PHY 111	Physics: Algebra-Based I	5	3
Physics C	Jan 95	PHY 211	Physics: Calculus-Based II	5	3

IB EXAM EQUIVALENCIES				
APPROVED FOR AWARD OF CREDIT (03/2004)				
EXAM NAME	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE H Level
GENERAL EXAMINATIONS:				
Anthropology	ANT 101	Cultural Anthropology	3	4
Art	ART 110	Art Appreciation	3	4
Biology	BIO 111	General College Biology I	5	4
Chemistry	CHE 111	General College Chemistry I	5	4
Economics	ECO 201	Principles of Macroeconomics	3	4
English	ENG 121	English Composition I	3	4
Geography	GEO 105	World Regional Geography	3	4
History of the Americas	HIS 201	US History I	3	4
History of Europe	HIS 101 & 102	Western Civilization I & II	6	4
Mathematics	MAT 121	College Algebra	4	4
Mathematics, Higher Level	MAT 122 & 201	College Trigonometry & Calculus I	4	3 5
Music	MUS 120	Music Appreciation	3	4
Philosophy	PHI 111	Intro to Philosophy	3	4
Physics	PHY 111 & 112	Physics: Algebra-based I Physics: Algebra-based II	5 5	4
Psychology	PSY 101	General Psychology	3	4
Theater	THE 105	Intro to Theater Arts	3	4

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

IB EXAM EQUIVALENCIES				
APPROVED FOR AWARD OF CREDIT (03/2004)				
EXAM NAME	COURSE NUMBER	COURSE TITLE	SEM CREDIT	SCORE
SUBJECT EXAMINATIONS:				
Applied Chemistry	CHE 101	Intro to Chemistry I w/lab	3	*SL 4
Art/Design	ART 110	Art Appreciation	3	**HL 4
	ART 131	Art elective	3	*SL 4
Computer Science	CIS 115	Intro to Computer Information System	4	**HL 4
Foreign Language A-1	FOL 211 & 212	Foreign Language III & IV	6	**HL 4
Foreign Language B	FOL 111 & 111	Foreign Language I & II	10	**HL 4
Foreign Language B	FOL 101 & 102	Conversation I & II	6	*SL 4
Management Studies	MAN 226	Principles of Management	3	**HL 4

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

- *SL Standard Level
- **HL High Level

VIII. 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.

IX. 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. _____