# Table of Contents

Preface ........................................................................................................................................... 1
I. Prior Learning Definition ............................................................................................................. 1
II. Rationale for providing CPL ..................................................................................................... 1
III. Methods for Awarding CPL .................................................................................................... 2
   A. Standardized Tests .................................................................................................................. 2
      1. College-Level Examination Program (CLEP) ................................................................. 2
      2. Advanced Placement (AP) .................................................................................................. 3
      3. International Baccalaureate (IB) ......................................................................................... 4
      4. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR) .............. 4
      5. DANTES Subject Standardized Test (DSST) .................................................................... 5
   B. Institutional Challenge Examinations ....................................................................................... 5
      1. Departmental Examinations ................................................................................................ 5
      2. Computer Literacy Proficiency Examination ................................................................... 5
   C. Industry Credentials .............................................................................................................. 6
   D. Published Guides .................................................................................................................... 6
      Military Educational and Training Credit .............................................................................. 6
   E. Apprenticeship Training ......................................................................................................... 7
   F. Portfolio Evaluation ............................................................................................................... 7
IV. Standards for Awarding CPL ................................................................................................... 8
V. Policy & Procedures ................................................................................................................ 8
VI. Process for Student to Request CPL ..................................................................................... 9
VII. Process for Faculty to Secure Approval for CPL ................................................................. 10
VIII. Appendix 1: Approval of Alternative Credit for Prior Learning Form ............................. 11
IX. Appendix 2: Credit for Prior Learning Estimated Fee Schedule .......................................... 13
Preface

This Guide is designed to inform Jefferson College students, faculty, and staff of methods commonly used to obtain Credit for Prior Learning (CPL) at Jefferson College. It is an adaptation of the Missouri Credit for Prior Learning Model and the Colorado Community College Association’s Credit for Prior Learning Handbook.

Transfer of Prior Learning Credit: Students should be advised that different colleges use different policies on the acceptance of Credit for Prior Learning. Jefferson College cannot guarantee the transferability of prior learning credit that has been awarded.

I. Prior Learning Definition

From the Missouri Credit for Prior Learning Model:

“Prior Learning is an alternative education or experience-based learning that has been attained outside the sponsorship of an accredited postsecondary education institution. 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 experiences.”

II. Rationale for providing CPL

From the Missouri Credit for Prior Learning Model:

“The Missouri Community College Association supports the concept of life-long learning to meet the retraining, upgrading and personal enrichment needs of students. It is the policy of the Association that a student’s experience outside the college classroom shall be evaluated for college credit.”

“The need for a statewide standard for credit for prior learning assessment was presented to the 13 public two-year institutions during the fall of 2010, where for the first time, the institution leaders established a statewide career training consortium to compete for the [USDOL Trade Act Adjustment Community College Career Training (TAACCCT) grant], which Missouri received and named MoHealthWINs. One of the grant solicitation’s key funding priorities was to increase attainment of degrees, certificates, and other industry-recognized credentials and better prepare the targeted population, and other beneficiaries, for high-wage, high-skill employment. One evidenced-based strategy presented was the utilization of granting academic credit for prior learning. The consortium leaders along with the support of the Governor’s office, the Missouri Department of Economic Development, the Division of Workforce Development and the industry partners committed to improve retention and achievement rates and/or reduce time to completion by developing a statewide system standard of practices to award credit for prior learning.”
Jefferson College has adopted these standard practices to provide Credit for Prior Learning options to the students of Jefferson College.

III. Methods for Awarding CPL

Jefferson College uses several methods designed to grant college credit to students with a wide variety of educational experiences. Any student enrolled at Jefferson College who has or would like to participate in the following programs may be eligible:

- Standardized Tests
- Institutional Challenge Examinations
- Industry Credentials
- Published Guides
- Apprenticeship Training
- Portfolio Evaluation

Students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning in their educational planning.

Any student requiring special accommodations should inform their advisor and the Coordinator of Disability Support Services (Library; phone 636-481-3169/797-3000, ext. 3169).

A. Standardized Tests

1. College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to evaluate the student’s college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. Jefferson College will grant credit for subject exams.

When the exam is similar in content to a course offered by Jefferson College, credit will be equated to a specific course. When no course equivalent exists at Jefferson, credit may be granted as elective hours in the same field as the examination. Credit is recorded on the student’s transcript and identified with “CPL” instead of a grade. Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. CLEP charges a $77 fee, and Jefferson College charges a $20 fee to proctor the exam.

Posting Fee:
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.
**College-Level Examination Program (CLEP) Examinations:**

<table>
<thead>
<tr>
<th>CLEP Subject Exam</th>
<th>Semester Hours</th>
<th>Jefferson College Course Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Biology</td>
<td>5</td>
<td>BIO 101 General Biology</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>3</td>
<td>BUS 120 Principles of Management</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>3</td>
<td>BUS 240 Financial Accounting</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>3</td>
<td>BUS 265 Business Law</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>5</td>
<td>CHM 111 General Chemistry I</td>
</tr>
<tr>
<td>Info. Systems &amp; Computer Applications</td>
<td>3</td>
<td>CIS 125 Introduction to Information Systems</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>3</td>
<td>ECO 101 Macroeconomics</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>ECO 102 Microeconomics</td>
</tr>
<tr>
<td>College Composition Modular*</td>
<td>3</td>
<td>ENG 101 English Composition I</td>
</tr>
<tr>
<td>English Literature</td>
<td>3</td>
<td>ENG 225 English Lit: Before 1800</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(or) ENG 226 English Lit: After 1800</td>
</tr>
<tr>
<td>American Literature</td>
<td>3</td>
<td>ENG 228 American Lit: Before 1865</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(or) ENG 229 American Lit: After 1865</td>
</tr>
<tr>
<td>French (Score 50 – 58)</td>
<td>5</td>
<td>FRN 101 Beginning French</td>
</tr>
<tr>
<td>French (Score 59+)</td>
<td>10</td>
<td>FRN 101 Beginning French &amp; FRN 102 Intermediate French</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>3</td>
<td>HST 201 Ancient &amp; Medieval Civilization</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>3</td>
<td>HST 202 Renaissance/Early Modern</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>3</td>
<td>MGT 150 Marketing</td>
</tr>
<tr>
<td>College Algebra</td>
<td>3</td>
<td>MTH 134 College Algebra</td>
</tr>
<tr>
<td>Precalculus</td>
<td>5</td>
<td>MTH 141 Precalculus</td>
</tr>
<tr>
<td>Calculus</td>
<td>5</td>
<td>MTH 180 Calculus I</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>3</td>
<td>PSY 101 General Psychology</td>
</tr>
<tr>
<td>Human Development</td>
<td>3</td>
<td>PSY 205 Human Development</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>3</td>
<td>SOC 101 General Sociology</td>
</tr>
<tr>
<td>Spanish (Score 50 – 62)</td>
<td>5</td>
<td>SPN 101 Beginning Spanish</td>
</tr>
<tr>
<td>Spanish (Score 63+)</td>
<td>10</td>
<td>SPN 101 Beginning Spanish &amp; SPN 102 Intermediate Spanish</td>
</tr>
</tbody>
</table>

* In order to receive credit for English Composition I, an essay, graded by Jefferson College English faculty, must be successfully completed in addition to receiving a passing score on the CLEP College Composition Modular Exam.

2. **Advanced Placement (AP)**

Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board to Jefferson College. College credit is granted for students earning a minimum score of three (3) on the exam.

**Posting Fee:**

There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.
Advanced Placement (AP) Examinations:

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Semester Hours</th>
<th>Jefferson College Course Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>5</td>
<td>General Biology</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>General Chemistry I</td>
</tr>
<tr>
<td>English</td>
<td>6</td>
<td>English Comp. I &amp; II</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>Renaissance to Modern Europe</td>
</tr>
<tr>
<td>French</td>
<td>10</td>
<td>Beginning &amp; Intermediate French</td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus AB</td>
<td>8</td>
<td>College Algebra/Calculus I</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>10</td>
<td>Calculus I &amp; II</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>Elementary College Physics</td>
</tr>
<tr>
<td>Physics C</td>
<td>6</td>
<td>Introduction to Physics &amp; General Physics I</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Spanish</td>
<td>10</td>
<td>Beginning &amp; Intermediate Spanish</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3</td>
<td>U.S. History I* or U.S. History II</td>
</tr>
</tbody>
</table>

* In order to receive credit for U.S. History I, the student must also successfully complete the Missouri Constitution test with a score of 75 or higher.

3. International Baccalaureate (IB)

International Baccalaureate credit will be awarded for students who complete standard level or higher level IB subjects with a score of “4” or above. IB credit is counted toward graduation requirements on the same basis as credits earned in the classroom.

For more information, contact the Admissions and Student Records Office at (636) 481-3207/797-3000, ext. 3207.

Posting Fee:
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

4. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)

American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Admissions and Student Records Office at (636) 481-3207/797-3000, ext. 3207.

Posting Fee:
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.
5. **DANTES Subject Standardized Test (DSST)**

DANTES Subject Standardized Test credit is awarded on a case-by-case basis. For more information, contact the Admissions and Student Records Office at (636) 481-3207/797-3000, ext. 3207.

*Posting Fee:*
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

**B. Institutional Challenge Examinations**

1. **Departmental Examinations**

Departmental Examinations are equivalent to the comprehensive final exam of the course. Examinations may be written, oral, demonstration, or a combination of all three. Examinations are evaluated by an area Dean, faculty member, or designated subject matter expert.

Students who are considering Jefferson College Departmental Proficiency Examinations may initiate this procedure by completing an Application for Departmental Proficiency Examination. Contact the department’s Division Chair or appropriate faculty person for applications. The cost is $40.00 per exam.

*Posting Fee:*
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

**Departmental Examinations available:**
- **BIT100** Keyboarding Skillbuilding
- **BIT110** Keyboarding Speedbuilding
- **ETC103** DC Circuits
- **ETC104** AC Circuits
- **MTH105** Industrial Math
- **MTT108** Industrial Blueprint Reading

2. **Computer Literacy Proficiency Examination**

Students who indicate that they have sufficient computer knowledge have the opportunity to take the Computer Literacy Proficiency Examination. This exam consists of an objective and a practical component and will be administered in the Testing Center. A testing fee of $40 must be paid before the student takes this examination. The fee covers the cost of the test administration. Students must pass the exam with at least 80% mastery. No credit is received for this exam; however, students will have fulfilled the computer literacy proficiency requirement for graduation.
Posting Fee:
There is a fee for posting computer literacy proficiency on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College.

C. Industry Credentials

Students must supply documentation of any industry certifications awarded within the last 5 years to the Admissions and Student Records Office. Evidence of evaluation may also be required (e.g., exam scores). Credit will only be awarded for current, valid industry credentials.

Posting Fee:
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

Approved* Industry Credentials:

<table>
<thead>
<tr>
<th>Credential</th>
<th>Semester Hours</th>
<th>Jefferson College Course Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompTIA A+ Certification</td>
<td>6</td>
<td>CIS150 Intro to Computer Support &amp; CIS243 Advanced Computer Support</td>
</tr>
<tr>
<td>CompTIA Network+ Certification</td>
<td>5</td>
<td>CIS147 Networking I</td>
</tr>
<tr>
<td>CompTIA Security+ Certification</td>
<td>5</td>
<td>CIS260 Information Systems Security</td>
</tr>
</tbody>
</table>

* Credentials not listed on the Approved Industry Credentials table are evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate Division Chair. The student should consult his or her advisor to determine the appropriate contact person.

D. Published Guides

Military Educational and Training Credit

Military educational and training credit can be transcripted 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). Credit will be awarded based on credit recommendations for military training schools or ACE occupational credit recommendations.

Community College of the Air Force (CCAF)

Jefferson College evaluates credit from CCAF in the same way as credit from any other accredited college or university. Academic credit may be awarded only for courses that directly apply to the student’s declared certificate or degree program.

Army/American Council on Education Registry Transcript System (AARTS) and Sailor/Marine American Council on Education Registry Transcript (SMART)

From the Missouri Credit for Prior Learning Model:
“The purpose of AARTS and SMART is 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://bvv.w.militaryguides.accnet.edu.”

**Posting Fee:**
There is no fee for posting credits for military education on the student's transcript.

**E. Apprenticeship Training**

The Jefferson College Apprenticeship Credit Option Program is designed for individuals who have completed apprenticeship training or are presently enrolled in an established apprenticeship program. The program allows an individual to transfer credit for his or her apprenticeship training to Jefferson College. Approved apprenticeship training is awarded 45 credit hours.

Eighteen hours of general education and computer literacy are required to complete the Associate of Applied Science degree. A student may distribute these 18 credit hours over a typical four-year apprenticeship program or can complete all of them in one or two semesters if his or her schedule allows.

A key element of the program involves recognizing the value and worth of apprenticeship on-the-job training by granting college credit for this work experience. The Program’s Associate of Applied Science degree not only elevates the significance of individual apprenticeship training in the eyes of the community, but it also allows individuals to pursue an advanced degree and to increase their technical and related skills.

Students requesting credit for apprenticeship training must present their Journeyman card for verification to the Admissions and Student Records Office.

**Posting Fee:**
There is a fee for posting the credits on the student's transcript, which is equivalent to 5 credit hours of tuition at Jefferson College.

**F. Portfolio Evaluation**

Students may request credit for a course that does not have an established method for granting Credit for Prior Learning. In such instances, the student may submit a portfolio of work for review by an Evaluation Committee, chaired by a faculty member or Division Chair, as appropriate.

The student will meet with the Evaluation Committee Chair to complete Appendix 1: *Approval of Alternative Credit for Prior Learning*, a form which outlines the requirements for the student.

After completing the outlined requirements, the student will meet with the Evaluation Committee to determine if the credit will be awarded.
**Evaluation Fee:**
There is a fee for evaluating student portfolios, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

**Posting Fee:**
There is a fee for posting the credits on the student’s transcript, which is equivalent to one credit hour of tuition at Jefferson College for each course for which credit is awarded.

### IV. Standards for Awarding CPL

A. 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.

B. CPL may be applied toward the courses in the AA, AS, AAT, or AAS degree or Certificate programs only for the purpose of satisfying prerequisites or graduation requirements.

C. All work assessed for CPL must meet or exceed “C” level work. “C” level work criteria shall be determined by Jefferson College faculty, Division Chair, or Evaluation Committee.

### V. Policy & Procedures

A. At least one credit hour must be successfully completed and transcribed on the student’s records before any Credit for Prior Learning (CPL) can be awarded. The process may be initiated in advance, but the CPL credit will not be awarded until this credit hour requirement is met.

B. For all prior learning credit awarded, the course number, course title, number of semester hours, and grade of “CPL” will be posted on the student’s transcript and labeled CPL.

C. The College’s residency requirement specifies that a minimum of 24 credit hours must be completed at Jefferson College for graduation. Students may not fulfill the College’s residency requirement using CPL, with the exception of Apprenticeship credit.

D. If CPL is applied to the AA, AS, AAT, or AAS degree or Certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.

E. All portfolios, documentation, and files regarding a student’s CPL will be maintained in the Dean’s office of the applicable program.

F. A student appealing a CPL decision should contact the Admissions and Student Records Office at (636) 481-3207/797-3000, ext. 3207.

G. Prior learning experiences shall be evaluated only if requested by the student.
H. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at Jefferson College and to the student’s declared certificate or degree program.

VI. Process for Student to Request CPL

A. Review the current college catalog to view CPL options for specific programs.

B. Look at the course requirements for your degree or certificate program.

C. Determine the course(s) for which you may have equivalent, college level knowledge.

D. Meet with an academic advisor to discuss the different methods and steps for requesting CPL and for transfer information.

E. Determine which method you wish to use to obtain CPL credit.

F. If you choose Standardized Testing, contact the Jefferson College Testing Center at (636) 481-3147/797-3000, ext. 3147 for details.

G. If you choose Published Guides, contact the Admissions and Student Records Office at (636) 481-3207/797-3000, ext. 3207 for details.

H. If you pursue the Challenge Exam or Portfolio option, consult with your advisor to determine the appropriate next point of contact.

I. Use the following flowchart to help guide you through the process:
VII. Process for Faculty to Secure Approval for CPL

A. Faculty will submit a Record of Action to the Curriculum Committee, proposing approval of a particular CPL method.

B. Faculty will follow the established procedure for submitting proposals to the Curriculum Committee, as outlined in the official Curriculum Committee Submission Process.

C. Proposals generally require a minimum of three months review before being presented to Curriculum Committee for approval.

D. Any approved method for awarding CPL may be proposed.
VIII. Appendix 1: Approval of Alternative Credit for Prior Learning Form

This form is intended for use only in cases where there is no approved method available. (CLEP test, Industry Certification, Departmental Examination, Published Guide, etc.)

Part I: Student Information
Student Name: ______________________________
Student V-Number: __________________________

Part II: Evaluation Committee Information
Committee Chair: (Faculty) ______________________
Committee Member (1): _________________________
Committee Member (2): _________________________

Part III: Course(s) for which credit is sought
____________________________________________
____________________________________________

Part IV: Criteria for granting credit
How will the student demonstrate mastery of the course outcomes and objectives?
(Acceptable methods include but are not limited to: existing exams, created exams, interviews, demonstrations, presentations, productions, portfolio submission, etc.)

Attach additional documentation as necessary.
Part V: Dates

Date by which student must meet outlined criteria: _____________________________

Date by which review committee must provide feedback: ____________________________

Part VI: Acceptance of Terms

We, the undersigned, find the terms outlined in this document acceptable and agree to the processes outlined herein.

Student: _____________________________ Date: _____________________________

Committee Chair: _____________________________ Date: _____________________________

Committee Member (1): _____________________________ Date: _____________________________

Committee Member (2): _____________________________ Date: _____________________________

Division Chair/ Dean: _____________________________ Date: _____________________________

Form Part VII: Approval of Credit

We, the undersigned, in accordance with the agreement outlined above, certify that (student name) _____________________________ (student V-number) has satisfied the criteria for receiving credit for (course # and title) _____________________________ at Jefferson College:

Committee Chair: _____________________________ Date: _____________________________

Committee Member (1): _____________________________ Date: _____________________________

Committee Member (2): _____________________________ Date: _____________________________

Division Chair/ Dean: _____________________________ Date: _____________________________
Appendix 2: Credit for Prior Learning Estimated Fee Schedule

Fees associated with Credit for Prior Learning are only estimates and are subject to change.

<table>
<thead>
<tr>
<th>Description</th>
<th>Associated Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posting Fee</td>
<td>Equivalent to one credit hour of tuition for each course for which credit is being sought</td>
</tr>
<tr>
<td>College-level Examination Program</td>
<td>$97 Testing Fee + Posting Fee</td>
</tr>
<tr>
<td>Advanced Placement</td>
<td>Posting Fee</td>
</tr>
<tr>
<td>International Baccalaureate</td>
<td>Posting Fee</td>
</tr>
<tr>
<td>American College Testing Proficiency Program</td>
<td>Posting Fee</td>
</tr>
<tr>
<td>DANTES Subject Standardized Test</td>
<td>Posting Fee</td>
</tr>
<tr>
<td>Institutional Challenge Examinations</td>
<td>$40 Testing Fee + Posting Fee</td>
</tr>
<tr>
<td>Industry Credentials</td>
<td>Posting Fee</td>
</tr>
<tr>
<td>Military Training (AARTS, CCAF &amp; SMART)</td>
<td>No Fee</td>
</tr>
<tr>
<td>Apprenticeship Training</td>
<td>Equivalent to five credit hours of tuition</td>
</tr>
<tr>
<td>Portfolio Evaluation Fee</td>
<td>Equivalent to one credit hour of tuition for each course for which credit is being sought</td>
</tr>
<tr>
<td>Portfolio Evaluation</td>
<td>Portfolio Evaluation Fee + Posting Fee</td>
</tr>
</tbody>
</table>