



# ACADEMIC CREDIT FOR PRIOR LEARNING

Instruction, Library & Instructional Services

Policy Number: 2030

## 1.0 PURPOSE

Columbia Basin College (“CBC” or the “College”) recognizes opportunities for mastering specific skills and competencies that can be gained outside of a formal classroom experience. Currently enrolled students may earn college credit by demonstrating that their professional experience or substantial prior learning meets the specific outcomes of a CBC course or dual credit. Not all courses at CBC are designated appropriate for prior learning and each department determines the eligible courses and evaluation methods required for students to demonstrate mastery of the course content. It is the policy of CBC that Academic Credit for Prior Learning is awarded according to the College’s established equivalencies or upon decision made by faculty or instructional department lead of the requested course.

Academic Credit for Prior Learning (“ACPL”) may be awarded through of the following options:

- 1.1 Experiential Learning;
- 1.2 Course Challenge;
- 1.3 Military Credit and Experience; and
- 1.4 Credit by Examination:
  - 1.4.1 College Level Examination Program (“CLEP”);
  - 1.4.2 DAN TES Subject Standardized Tests (“DSST”);
  - 1.4.3 College Board Advanced Placement (“AP”);
  - 1.4.4 International Baccalaureate (“IB”); and
  - 1.4.5 Cambridge International (“CI”).

## 2.0 AUTHORITY & SCOPE

- 2.1 **Authority:** RCW 28B.77.230, RCW 28B.10.057.
- 2.2 **Scope:** This Policy applies to all current CBC students.

## 3.0 DEFINITIONS

- 3.1 Prior Learning is “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.” (RCW 28B.77.230).
- 3.2 Experiential Learning is prior experience that relates to theories, data and skills taught in certain disciplines at CBC.
- 3.3 Course Challenge is a process in which a student may demonstrate that prior experience has provided them with competencies essential for passing a certain course without needing to complete the course.

- 3.4 Military Credit and Experience is the College's recognition of learning acquired in the military.
- 3.5 College Level Examination Program ("CLEP") is a group of standardized tests created and administered by the College Board, an American non-profit organization that expands access to higher education.
- 3.6 DANTES Subject Standardized Tests ("DSST") are credit-by-examination tests originated by the United States Department of Defense's Defense Activity for Non-Traditional Education Support ("DANTES") program.
- 3.7 College Board Advanced Placement ("AP") is a program in the United States and Canada created by the College Board which offers college-level curricula and examinations to high school students. College Board Advance Placement is a Dual Credit program.
- 3.8 International Baccalaureate ("IB") is an international educational foundation that offers four educational programs for children age three through 19. International Baccalaureate is a Dual Credit program.
- 3.9 Cambridge International ("CI") is a provider of international qualifications, offering examinations and qualifications that may be used to award college credits. Cambridge International is a Dual Credit program.

#### **4.0 ACADEMIC CREDIT FOR PRIOR LEARNING PROCEDURE**

##### **4.1 Eligible Students**

- 4.1.1 Students must be currently enrolled at CBC and have a CBC academic record before credits will be awarded;
- 4.1.2 Students must not have earned credit in the same course;
- 4.1.3 Students may only be awarded ACPL credits if the learning experiences fall within the courses CBC offers;
- 4.1.4 Student may use ACPL credits for no more than one-fourth of the total credits required for a CBC associate degree/certificate or one-fourth of the minimum upper-level course credits required for a CBC bachelor's degree;
- 4.1.5 Students must understand that ACPL credits do not count toward the minimum residency requirement; and
- 4.1.6 For Experiential Learning and Course Challenge Options:
  - 4.1.6.1 Students must have an academic record of 15 or more credits with a 2.0 or better cumulative college-level GPA; and
  - 4.1.6.2 Students may not attempt both a Course Challenge and Experiential Learning for the same course. Course Challenges cannot be repeated.

## **4.2 Student Responsibilities**

- 4.2.1** To earn ACPL under the Experiential Learning option, students must:
- 4.2.1.1** Check the [Academic Credit for Prior Learning](#) website to confirm that the requested course is subject to the Experiential Learning option;
  - 4.2.1.2** Make arrangements with the appropriate faculty to discuss the requested course;
  - 4.2.1.3** Complete the Experiential Learning Credits form;
  - 4.2.1.4** Pay the non-refundable request fee before the request is processed. There is no guarantee that credit will be awarded;
  - 4.2.1.5** Complete the portfolio to demonstrate that their learning experiences are equivalent to the course outcomes of the requested course;
  - 4.2.1.6** Submit the request to the appropriate faculty or instructional department lead;
  - 4.2.1.7** Complete the process within the first week of the course, if enrolled in the course; and
  - 4.2.1.8** Withdraw/drop the course on or before the 100% refund date, if enrolled in the course.
- 4.2.2** To earn ACPL under the Course Challenge option, students must:
- 4.2.2.1** Check the [Academic Credit for Prior Learning](#) website to see if the requested course is subject to the Course Challenge option. The course must be offered during the term in which the request is submitted;
  - 4.2.2.2** Complete the Course Challenge Request;
  - 4.2.2.3** Pay the non-refundable request fee before the request is processed;
  - 4.2.2.4** Submit the signed form to the appropriate faculty or instructional department lead;
  - 4.2.2.5** Arrange with the appropriate faculty for the Course Challenge;
  - 4.2.2.6** Pass the course challenge examination at a 2.0 minimum grade;

- 4.2.2.7 Complete the process within the first week of the course, if enrolled in the course; and
- 4.2.2.8 Withdraw/drop the course on or before the 100% refund date, if enrolled in the course.
- 4.2.3 To earn ACPL under Military Credit and Experience, students must:
  - 4.2.3.1 Submit official transcripts from the American Council on Education's Registry of Credit Recommendations from the organization that provided the training, and
  - 4.2.3.2 Submit official military documents for Academic Credit for Prior Learning based on military credit to be received no later than the end of the student's second quarter with CBC.
- 4.2.4 To earn ACPL under the CLEP option, students must:
  - 4.2.4.1 Submit their official score report to CBC; and
  - 4.2.4.2 Receive a score of 50 or more in any subject examination for a specific course and credit.
- 4.2.5 To earn ACPL under the DANTES option, students must:
  - 4.2.5.1 Submit their official score report to CBC; and
  - 4.2.5.2 Receive a score of 500 or more in any examination for specific course and credit.
- 4.2.6 To earn ACPL under the AP option, students must:
  - 4.2.6.1 Submit their official AP score report to CBC from the College Board; and
  - 4.2.6.2 Receive a score of three or higher in Advanced Placement exam.
- 4.2.7 To earn ACPL under the IB option, students must:
  - 4.2.7.1 Submit their official score report to CBC; and
  - Receive a score of four or higher on standard-level or higher-level subjects.
- 4.2.8 To earn ACPL under the CI option, students must:
  - 4.2.8.1 Submit their official score report to CBC; and
  - 4.2.8.2 Receive a score of E on A and AS level exams.

### **4.3 College Responsibilities**

- 4.3.1 The College must provide students adequate information for all ACPL options and offer a variety of opportunities to support learners' progress through the assessment process;
- 4.3.2 Departments must have on record which courses may be subject to Experiential Learning and Course Challenge. ACPL will only be awarded for regular curricular offerings;
- 4.3.3 The College must ensure that ACPL is awarded based on the recommendation of appropriately qualified teaching faculty who are on a regular appointment with the College on a continuing basis;
- 4.3.4 Except Military credit or credit by examination, learning assessed for Experiential Learning and Course Challenge credit should be:
  - 4.3.4.1 Awarded in recognition for demonstrating college-level learning that combines theory and practice, not for experience alone;
  - 4.3.4.2 Linked to established course learning outcomes or other criteria consistent with institutional standards for a given course. It should not be linked to time spent;
  - 4.3.4.3 Transferable to contexts other than the one in which it was learned;
  - 4.3.4.4 Current and relevant;
  - 4.3.4.5 At a level of achievement equivalent to that of other learners engaged in studies at that level in that program or subject area; and
  - 4.3.4.6 Assessed using a range of strategies consistent with institutional standards for a given course.
- 4.3.5 The College will limit the use of ACPL credit to within the restricted electives of all Associate in Arts & Sciences/Direct Transfer Agreement (AA/DTA) degrees, with the exception of an AP, IB and CI;
- 4.3.6 The College must record a letter grade of "P" for all ACPL courses, with the exception of Course Challenge, for which a decimal grade is awarded; and
- 4.3.7 The College must specifically identify ACPL on student transcripts.

## 5.0 FORMS & OTHER RESOURCES

[SBCTC Policy Manual](#)

[Academic Credit for Prior Learning Webpage](#)

[Experiential Learning Credits Request Form](#)  
[Course Challenge Request](#)

**6.0 HISTORY & POLICY CONTACT**

**6.1 Originated:** 01/2023

**6.2 Revised:** 05/2023

**6.3 Proposal Date:** 01/17/2023

**6.4 Promulgation Date:** 04/03/2023

**6.5 Responsible Administrator:** Vice President for Instruction