

CREDIT FOR PRIOR LEARNING (CPL) HANDBOOK

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GHC

GEORGIA HIGHLANDS COLLEGE

University System of Georgia

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TABLE OF CONTENTS

Preface

Credit for Prior Learning at GHC

Definition of Prior Learning

Credit for Prior Learning (CPL)

Earning College Credit for Prior Learning

Methods of Assessing Prior Learning for College Credit

Departmental Exemption Exams

National Standardized Examinations (CLEP, DSST, IB, AP)

American Council on Education (ACE)

Portfolio Assessment

State POST Training

Georgia High School EDU 2110 Program

CPL Portfolio Assessment

Course Available/Not Available for CPL Credit

CPL Portfolio Development

Georgia Highlands College CPL Portfolio Policies

Veterans and Current Military Service Members

If you need this document in any other format, please email

registrar@highlands.edu or call 706-802-5000



Notice: the requirements, programs, fees, policies and all other subjects covered in this publication may change without notice. Users of this publication should contact the GHC Registrar's office to learn the current status of matters covered herein. GHC assumes no responsibility for any damages that may claim to have resulted from such changes.

PREFACE

The CPL handbook provides students with the information needed when seeking credit for prior learning related to specific courses at Georgia Highlands College. The handbook is also available on the GHC Credit for Prior Learning website: sites.highlands.edu/prior-learning-credit/



For more information about CPL at GHC, contact:

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CREDIT FOR PRIOR LEARNING AT GHC

Definition of Prior Learning

Prior learning is learning gained through life or work outside of structured higher educational courses. Many people learn through their experiences in life, such as those in professional endeavors (through business, the military, or other work/training experiences) or other educational experiences (through community work, family, travel, or personal study).

Credit for Prior Learning (CPL)

CPL is a process through which students identify relevant learning areas from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials to be assessed and possibly awarded academic credit relative to specific course objectives at Georgia Highlands College.

Earning College Credit for Prior Learning

One of the goals of college-level education is to prepare responsible, reflective citizens who adapt constructively to change. College-level education also helps students become critical thinkers and problem-solvers in an ever-changing world.

Students can acquire learning from various sources outside the traditional classroom, and they can earn appropriate credit in their work towards a degree for verifiable college-level learning acquired through life or work experience, not for the experience itself. Students who acquire the level of knowledge that meets the expectations and the learning outcomes of a specific course may get credit for that course, provided they can demonstrate proficiency in that specific course.

Methods of Assessing Credit for Prior Learning for College Credit

Georgia Highlands College awards credit by examination when scores on nationally standardized examinations (CLEP, DSST, IB) or other academic experience strongly indicates that the student has acquired the information or skills related to given courses of instruction offered by GHC.

Credit awarded by examination can be given only for courses officially approved for academic credit by GHC. The credit (noted with a grade of K) carries no academic grade or affects the grade point average. GHC limits the number of hours of credit by examination to 45 semester hours and no more than 24 hours of IB credit (bachelor degree). No more than 30 hours of credit by exam credit may apply to an Associate's Degree program.

A student who has earned a grade other than a W in the course may not earn CLEP or DSST credit for the course. A student may earn CLEP or DSST credit for a course in which he/she enrolls. Students should be aware that medical, dental, and other professional schools may not recognize course Credit by Examination in their admissions processes.

CREDIT FOR PRIOR LEARNING AT GHC, continued

1. Departmental Exemption Exams

Students may challenge certain courses by taking an examination. Credit, indicated by a grade of K, will be awarded for passing the exam. GHC does not guarantee transferability of K credit. A current list of departmental exemption exams may be found: <https://sites.highlands.edu/prior-learning-credit/departmental-exams/>

Students currently enrolled who present satisfactory evidence that they are knowledgeable in a particular subject may receive credit by an approved departmental examination developed and administered by the appropriate instructional department. Satisfactory evidence may be but is not limited to work experience, non-credit courses, coursework was taken at non-accredited institutions or military courses. Eligibility requirements for each departmental exemption exam can be found online: <https://sites.highlands.edu/prior-learning-credit/departmental-exams/>. Exams will not be permitted in courses for which a student has previously taken an exam for credit or was previously enrolled at GHC as a regular or audit student.

2. National Standardized Examination (AP CLEP, DSST, IB)

Credit for prior learning may be awarded through College Level Examination Program (CLEP), Advanced Placement (AP) credit, Dantes Subject Standardized Tests (DSST), and International Baccalaureate Program (IB)

College-Level Examination Program (CLEP) exams are ninety-minutes (except the College Composition Exam, which is 120 minutes) available in five general areas and twenty-nine subject areas for students interested in earning college credit for the material they already know. Passing CLEP tests will satisfy the U.S. legislative requirements but not the Georgia requirements. The Georgia requirements may be satisfied by passing a Georgia History and/or a Georgia Constitution exam. Contact the School of Social Sciences & Education for additional information, 706-295-6300. CLEP credit will be indicated by a "K" grade on the student's transcript. The current list of accepted tests and required scores may be found on GHC's list of CLEP Equivalents.

The Dantes Subject Standardized Tests (DSST), formerly DANTES, is a national credit by examination program recognized by the American Council on Education. The DSST tests are two-hour computer-based tests available in business, physical sciences, humanities, social sciences, and applied technology, and are for students interested in earning college credit for the material they already know. The tests cover upper and lower-level baccalaureate credit

CREDIT FOR PRIOR LEARNING AT GHC, continued

courses. For more information on the DSST program, study guides, and practice exams, please visit the official DSST website. Visit the GHC Credit for Prior Learning webpage for awarded criteria for DSST subject examinations, minimum scores, and the number of credit hours given. DSST credit will be indicated by a "K" grade on the student's transcript. A current list of accepted tests and required scores may be found on GHC's list of DSST Equivalents.

The International Baccalaureate (IB) offers a continuum of international education through four challenging, high quality educational programs to students aged 3 to 19. Schools must be authorized to teach IB programs. Every school authorized to offer IB programs is known as an IB World School. A current list of accepted programs and required scores may be found on GHC's list of IB equivalents. Students may receive a maximum of 24 credits for IB exams.

Advanced Placement (AP) credit is sponsored by College Board. AP courses are college-level courses and are available to high school students. If a student takes an AP class, they may choose to also take the AP exam. Students are required to have an official score report sent from College Board in order to receive AP credit. Credit is not awarded based upon high school or college transcripts. The current list of accepted tests and required scores may be found on GHC's list of AP equivalents. Passing the AP tests will satisfy the U.S. legislative requirements but not the Georgia requirements. The Georgia requirements may be satisfied by passing a Georgia History and/or a Georgia Constitution exam. Contact the School of Social Sciences & Education for additional information, 706-295-6300.

3. American Council on Education (ACE)

In evaluating student submissions for possible credit, GHC utilizes the American Council on Education (ACE) principles, a national association of higher education institutions. ACE serves adult learners by evaluating and translating workplace learning and non-traditional education experiences into academic credits and armed services members by evaluating and recommending equivalent college credits for military training and experience.

The American Council on Education (ACE) is an organization that provides an evaluation of programs and transcripts for training taken by specific employers, a specialized training provider, or during a military career. ACE evaluations guide colleges and universities on the acceptance of credit. UNG evaluates these transcripts and honors ACE credit as appropriate for the program of study for students. A list of employers that participate in the ACE College Credit Recommendation Service can be found at the ACE CREDIT website. Transcripts for military personnel can be requested through the JST website.

CREDIT FOR PRIOR LEARNING AT GHC, continued

4. Portfolio Assessment

Students use the CPL portfolio development process to document their prior learning when credit by examination for a relevant course is not available. This process requires students to prepare and submit a collection of documents that establish and support their claim that they have specific relevant skills, knowledge, values, attitudes, understandings, achievements, experiences, competencies, training, and certifications aligned with specific course objectives.

5. State POST Training

Any student enrolled at GHC who has successfully completed the Georgia POST and military/investigator course(s) will be eligible to receive corresponding college course credit at no additional cost.

6. Georgia High School EDU 2110 Program

Admitted students from Georgia public high schools who successfully meet the following requirements are eligible to receive CPL credit for EDU 2110 at GHC. A signed letter from a high school official indicating the requirements and that they were met successfully is required to be awarded this CPL credit.

- Passing the three Education Pathway courses with a grade of “C” or better:
 - 13.01100: Examining the Teaching Profession
 - 13.01200: Contemporary Issues in Education
 - 13.01300: Teaching as a Profession Practicum
- Completion of a portfolio as part of the Pathway’s course requirements
- Passing of the statewide assessment

Important Note: GHC does not guarantee transferability of credits earned for prior learning. Credits earned for prior learning may not transfer to other colleges and universities.



CPL PORTFOLIO ASSESSMENT

If prospective students have learning experiences applicable for course credit, and departmental or standardized examinations are not an option, they may be advised to consider prior learning assessment by portfolio.

Courses available for CPL Portfolio credit

A student may request consideration for CPL Portfolio credit for any course in the GHC Catalog, but the eligibility for portfolio credit is not guaranteed. Traditional instructional methods are deemed more appropriate for specific courses, and portfolio credit is not optimal for all courses.

Courses NOT available for CPL Portfolio credit

Courses available for completion through CLEP, departmental examination, IB, AP, and DSST methods of earning credit will not be eligible for credit through the portfolio process. Also, courses for which the student has already registered are not eligible.

CPL Portfolio Development

Students use the CPL portfolio development process to document their prior learning. This process requires students to prepare and submit a collection of documents that establish and support their claim that they have specific relevant skills, knowledge, values, attitudes, understandings, achievements, experiences, competencies, training, and certifications aligned with specific course objectives. The portfolio developed should not only describe the relevant experience but should also identify the particular learning outcomes. Students must also offer a critical self-assessment of what college-level learning has been acquired through selected non-traditional experience. This experience might include various work, training, reading and research, civil and military service, or life learning. A separate portfolio and CPL request form must be prepared for each course for which a student is seeking credit.

Students may receive assistance creating a portfolio via mentorship or a special topics course (GHSS 2901). Any student interested in this option should contact the School of Social Sciences & Education for additional information, 706-295-6300.

Once students complete and submit the CPL portfolio, assessors will evaluate it to determine if the portfolio provides evidence which ties those skills to a specific course objective. If the portfolio does so, credit may be awarded when assessors determine that the prior learning is acceptable for credit. Once assessment is complete the assessor submits the CPL request form to the Registrar for approval and processing.

GEORGIA HIGHLANDS COLLEGE PORTFOLIO POLICIES

1. Prospective students who fit the following criteria may be eligible to earn course credit via CPL by Portfolio: They are adult learners (23 and older) or have other learning experiences outside a traditional college curriculum.
2. Course credit via CPL by portfolio may not replace existing credit assessments available through CLEP, departmental exemption exams, DSST, AP, or IB.
3. Courses for which a student has already earned a grade (including a grade of "K" or "V") or for which a student is currently registered are not eligible for CPL credit.
4. The departments responsible for grading individual portfolios determine the grading timeline for the portfolios. Portfolios submitted three weeks before the end of the semester or later are assessed the next semester. Faculty assessors will complete assessments by the end of the semester unless otherwise notified.
5. Credit may be awarded after the first submission of the portfolio; in which case the student will be notified that credit has been granted. The assessor will submit a signed and completed CPL Request Form to the Registrar. This form must be approved and signed by the assessor's department chair before being sent to the Registrar's Office for posting on the student's academic record. The course or courses for which students have successfully earned CPL by Portfolio credit will be noted on the transcript with a letter grade of "K." The "K" grades will not be calculated into the student's grade point average (GPA). However, credit hours earned through examination may be counted as attempted hours for financial aid purposes. For more information concerning financial aid, contact the Financial Aid Office – finaid@highlands.edu
6. A qualified faculty assessor will evaluate the CPL portfolio submission to determine if the portfolio provides evidence which ties those skills to a specific course objective. If the assessor deems a portfolio "unsatisfactory," the assessor may specifically outline areas for improvement and encourage students to resubmit their documentation one time during the next semester. The assessors will provide a report giving specific feedback to students. Students are permitted to resubmit their portfolio only one time for any given course.
7. A maximum of 45 semester hours for Bachelor students and 30 semester hours for Associate students may be earned through any combination of CLEP, IB, DSST, AP, departmental exemption exams, or CPL by portfolio credit. Students should also work with an academic advisor to determine any additional requirements they may need to consider.
8. Individual departments determine how many, if any, CPL credits may be awarded.
9. Time Limit Policy: Students have up to two semesters to complete CPL by portfolio for a particular course. Students may have one additional semester if it becomes necessary to resubmit an unsatisfactory portfolio.

VETERANS AND CURRENT MILITARY SERVICE MEMBERS

Georgia Highlands College is committed to helping veterans and current military personnel take full advantage of their eligible benefits from the Department of Veterans Affairs.

In addition to GHC resources, veterans and military service members are encouraged to explore the educational opportunities available through the University System of Georgia.

Veterans and current military personnel may take advantage of the Military Evaluations Program conducted by the American Council on Education (ACE) for service school courses. For further information, see the ACE Military Programs website.

Students are encouraged to provide a DD214 (Member 4 copy), Joint Services transcript and/or Community College of the Air Force transcript to the Registrar's office for possible exemption/transfer credit.

Additional Resources:

- Veterans may be eligible for military-funded CLEP or DSST exams.
- For a list of military benefits by state, visit the US Army website

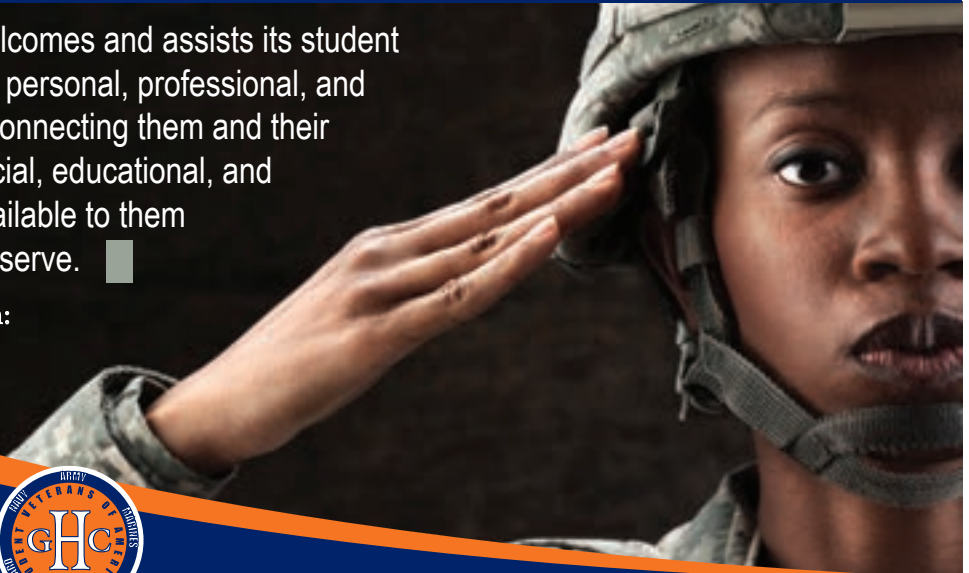
VETERANS RESOURCE CENTER

GHC proudly supports its student veterans.

GHC Veterans Affairs welcomes and assists its student veterans, promoting their personal, professional, and educational success by connecting them and their families with all the financial, educational, and community resources available to them and that they so richly deserve. ■

Contact Information:

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