

Subject: Credit for Prior Learning

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1. Purpose

This policy outlines the college’s approach to awarding credit for prior learning.

2. Policy

TCC shall award academic credit for demonstrated student learning acquired through previous academic study, nonacademic study, work experience, or other nontraditional means when required by a matriculated student’s curriculum. This may include but not be limited to college credit and advancement based upon the administration and evaluation of college-level coursework taken elsewhere; nationally recognized standardized examinations; non-collegiate education, training, and occupational experiences; locally-developed examinations; and/or college-approved external examinations. Credit for prior learning shall be awarded as determined by qualified faculty members at the college, or according to procedures and standards approved by qualified faculty as reflected on the College Registrar’s website, ensuring assessment procedures are appropriate for the credit awarded regardless of format or mode of delivery. Credit awarded shall be identified on the student’s transcript as credit for prior learning. At least 25 percent of the credit

hours required for a student's curriculum must be earned through instruction offered by TCC.

TCC evaluates the following for credit: 1. Official college transcripts, 2. Standardized examinations, 3. Non-collegiate training, 4. Local exams.

2.1. College Transcripts

The college awards credit for college-level courses through a determination by the college that equivalent course coverage has been satisfactorily completed at a postsecondary institution accredited by an agency recognized by the U.S. Department of Education. Credit through this means must be verified through receipt of an official transcript, and may require receipt and review of a course syllabus. Coursework completed at an institution outside the U.S. may be considered. Students must have their international transcript evaluated on a course-by-course basis by a professional organization or agency that is a member of the National Association of Credential Evaluators, and the agency or organization must submit an official report directly to the college.

2.2. Standardized Examinations

The college awards credit for acceptable scores received on standardized exams offered through nationally recognized and college-approved external agencies. Standardized examinations include but may not be limited to the Advanced Placement (AP) program, the College Level Examination Program (CLEP), the International Baccalaureate (IB) program, the Cambridge Advanced (A.AS) Program, Excelsior Credit by Exam (ECE), the Defense Activity for Non-Traditional Educational Support (DANTES DSST), the College Entrance Examination Board (CEEB), and the Defense Language Proficiency Test (DLPT). Upon receipt of official test scores, the college awards credit when applicable for a score of three (3) or higher for Advanced Placement (AP) courses, a score of four (4) or higher for higher level International Baccalaureate (IB) courses, a score of five (5) or higher for standard level International Baccalaureate (IB) courses, a score of fifty (50) or higher on CLEP courses, and scores of E or better for Cambridge Advanced (A/AS) examinations when the equivalent course is offered by the college.

2.3. Non-Collegiate Education, Training, and Occupational Experiences

The college awards credit as applicable for non-collegiate education, training, and occupational experiences, armed service school experiences, and earned professional certifications/licensures. Where applicable, credit shall be awarded in accordance with *The American Council on Education's College Credit Recommendation Service (CREDIT)*, the *ACE Guide to the Evaluation of Educational Experiences in the Armed Services* as reflected on the official Joint Services Transcript (JST), the *National College Credit Recommendation Service (NCCRS)*, or another college-approved organization. Appropriate documentation verifying these experiences is required, which may include development and submission of a portfolio.

2.4. Local Examinations

Credit by local examinations is a means of achieving credit for prior learning by satisfactorily demonstrating subject-matter competency through an examination developed, administered, and evaluated by college faculty. Advanced standing credit shall not be awarded for a course previously enrolled in, and examinations can only be attempted once. Credit by local examinations is not an option for courses when a CLEP examination is available.

3. Responsibilities

The Vice President for Academic Affairs and Chief Academic Officer (“Vice President”) shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System. The Vice President for Information Technology shall be responsible for developing and maintaining technology applications in support of this policy.

4. Procedures

Procedures and standards approved by the college are located on the Registrar’s website at <https://www.tcc.edu>

5. References

[VCCS Policy Manual \(5.6.5.1\)](#)

6. Review Periodicity and Responsibility

The Curriculum Committee will systematically and annually review Prior Learning Assessment policies and procedures. Changes recommended by the Curriculum Committee shall be advanced to the Vice President for Academic Affairs and Chief Academic Officer (“Vice President”) for review and possible advancement to the College President and President’s Cabinet for approval. ▬

7. Effective Date and Approval

This policy is effective upon its approval by the College President on July 25, 2022.

Policy Approved:

Marcia Conston, Ph.D.
President

Procedure Developed:

Michelle Woodhouse, Ed.D.
Vice President for Academic Affairs
and Chief Academic Officer

8. Review and Revision History

The initial version of this policy was approved October 17, 2013.

Revision 1

- Added “Excelsior College/UExcel; DANTES DSST; the Defense Language Institute Foreign Language, Defense Language Proficiency Test (DLPT), and other approved third-party examinations” to Section 2.
- Changed “degree program” to “curriculum” in Section 2, 4.4, and 4.6.
- Added Sections for Student Requests: 4.3.1, and 4.4.1.
- Added College Registrar will collaborate with the Associate Vice President for Academics to request qualified faculty and academic deans review examinations not previously evaluated and make credit recommendations. The recommendations will be presented to the Task Force for review in Section 4.3.2.
- Deleted “Within three business days of its November and April meetings, the Task Force shall inform the Vice President of all Advanced Standing requests and its recommendations” from Sections 4.3.2 and 4.3.2.
- Changed “college website” to “Office of the College Registrar website” in Sections 4.3.2 and 4.6.
- Added “based on input from qualified faculty and academic deans” to Section 4.3.3.
- Added “the National College Credit Recommendation Service (NCCRS), or another college-approved organization” to Section 4.4.
- Changed process in Section 4.4.3.: College Registrar will refer requests for non-collegiate experiences not previously evaluated and supporting documentation to academic deans versus Task Force. Dean will send to qualified faculty for recommendation. Faculty will complete the *Evaluation of Previous Non-Collegiate Experiences* form available in i-INCURR and return to academic dean for approval. Dean will send electronic form to CRO for processing.
- Deleted “or academic advisor or counselor”, “Up to 24 credit hours may be granted in the same discipline per portfolio submission”, and “...American Council for Education (ACE) will transcript the course and portfolio credit. When the College Registrar receive the official ACE transcript,” from Section 4.5.
- Added “academic dean supports the student’s desire for credit by portfolio development and the...” to Section 4.5.
- Added “who has agreed to develop and/or administer the examination...for approval to take the examination. The academic dean shall also retain a copy of the student’s request”, the *Evaluation of Local Exam* form, and “and have approval from the evaluating faculty member” to Section 4.6.
- Replaced College Board’s recommendation with Virginia Community College System policy in Section 5, definition of Credit by Standardized Examinations.
- Added “or the National College Credit Recommendation Service” to Section 5, definition of Credit through Non-Collegiate Training.
- Added “learning outcomes” to Section 5, definition of Experiential Learning Credit.

Approved April 23, 2015 by President Edna Baehre-Kolovani.

Revision 2

- Removed procedures and recreated them in a separate document that can be revised as needed
- Renamed title of policy to “Credit for Prior Learning” to align with VCCS Policy
- Added transcript evaluations section
- Removed references to Advanced Standing Task Force
- Removed experiential learning/portfolio credit and integrated into the Non-Collegiate Education, Training and Occupational Experiences section

Approved June 27, 2019 by Interim President Gregory DeCinque.

Revision 3

- Alignment of terminology for consistency with VCCS revisions
- Removed reference to regional accreditation to align with revised USDOE regulations
- Added within policy that CPL credit shall appear as such on the student transcript, which has been a TCC practice
- Corrected VP title and updated with current leadership

Approved July 25, 2022 by President Marcia Conston, Ph.D.
