

Credit for Prior Learning (CPL) Guide: What is CPL and How to Start the Process?

What is Prior Learning?

Learning does not only take place in the halls of academia. Adult learners bring to the classroom many years of learning through diverse experiences in life and in the workplace. Some of these experiences may be counted toward college level work through prior learning credits.

Prior Learning is defined as documented college-level learning acquired through previous study or through non-classroom experiences. These experiences may include travel; volunteer work; independent acquisition of knowledge; participation in formal courses sponsored by associations, business, government, industry, the military and unions; and participation in certification programs and professional development courses. Only documented, college-level learning assessed by faculty will be awarded college credit. Credit is granted for *learning* from experience, not for experience alone. Students must complete a minimum of 25 percent of the credits required for their degree through traditional coursework at Berkeley College.

How can I earn Prior Learning Credits?

- Challenge Examinations
- National Standardized Tests such as AP, CLEP, DANTES Subject Standardized Test (DSST), Excelsior College Examinations (ECE) and UExcel Exams.
- Military Training
- Police Academy Training
- Portfolio Evaluation
- Published Guides (such as the American Council on Education CREDIT program and the National College Credit Recommendation Service (National CCRS))

New students will be contacted by an admissions representative and continuing students will be contacted by an academic advisor to review the possibilities for credit recognition and provide advice on the best method for assessment as well as the procedures to be followed.

The first step is to complete the LearningCounts Credit Predictor at <http://www.learningcounts.org/predictor/> and provide the Predictor report to the Admissions Office (for applicants) or the Academic Advisor (for admitted students).

CREDIT BY CHALLENGE EXAMINATION

Matriculated students may choose to take a Challenge Exam to demonstrate mastery of selected courses not previously taken and that are required by Berkeley College as part of a degree program. Challenge Exams are academically equivalent to a comprehensive assessment for a course and require a passing grade of 80% or better. Note that a challenge exam may not be substituted for internship courses; in addition, accreditation requirements limit which courses may

be eligible for challenge exams. Students enrolled in Allied Health Certificate Programs should refer to their respective program-specific Student Handbook Supplement for additional information regarding credit for prior learning. Academic Advisement maintains a list of courses that are and are not eligible for credit via challenge exams.

Challenge Exams are academically equivalent to a comprehensive assessment for a course and require a passing grade of 80% or better. These assessments are offered for students at all of our campus locations and may also be able to be administered at a remote location for our online students. Those seeking to receive credit by Challenge Exam should also be mindful of the following:

- Students must have completed all challenge examinations prior to their last quarter.
- Credit for such courses will appear as “CE” on the student’s Berkeley College transcript and will not be included in the GPA calculation.
- Challenge exams are available at no charge to students in their first quarter at Berkeley College.
- Students cannot receive credit by Challenge Exam for any course for which they have received a grade, including WP and WF.
- Students are allowed one attempt to receive credit by Challenge Exam for a particular course.

CREDIT BY NATIONAL STANDARDIZED TESTS

Berkeley College grants credit as recommended by standard assessment guides, including NCCRS (National College Credit Recommendation Service), ACE (The American Council on Education); and DSST (DANTES Subject Standardized Test). The College also grants credit for acceptable scores on national standardized examinations including CLEP (College-Level Examination Program); ACT-PEP (American College Testing-Proficiency Examination Program); and for professional certification exams in the ACE exam guide. The academic advisor will counsel students, review the possibilities for credit recognition, and determine the best method for assessment.

CLEP

The College-Level Examination Program® (CLEP) developed and administered by The College Board, offers 33 exams in five subject areas, covering material taught in courses that are generally taken in the first two years of college. Exams are approximately 90 minutes long, with the exception of College Composition, which is 120 minutes. Exams contain mainly multiple-choice questions. College Composition and a few other exams contain other types of questions and essays. CLEP exams in business include: Financial Accounting; Information Systems and Computer Applications; Introductory Business Law; Principles of Management; and Principles of Marketing.

CREDIT BY ADVANCED PLACEMENT EXAMINATION

Students who have taken college-level courses in high school and who have passed the Advanced Placement exams given by the College Board will receive credit for those courses if they are applicable to their program at Berkeley. Credit is transcribed as CR and

is not part of the GPA calculation.

DSST EXAMS

DSST offers 38 exams in college subject areas such as Social Sciences, Math, Applied Technology, Business, Physical Sciences and Humanities. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) evaluated and recommended college credit for all 38 DSST exams. The exams are funded for active-duty military and their spouses and \$85 for non-military test takers. DSST exams are offered at more than 1,200 test centers nationwide.

CREDIT FOR MILITARY TRAINING

The College will grant credit for those military service schools which have been evaluated by the Office on Educational Credit and Credentials of the American Council on Education (ACE) as well as select military schools that have undergone institutional reviews in order to award additional credits not recommended by ACE.

Members of the armed forces currently on active duty should submit an AARTS, SMART or Coast Guard Institute transcript to receive credit. Air Force members should submit an official transcript from the Community College of the Air Force (CCAF) to receive credit.

Since 1950, a separation report has been identified as DD Form 214. Prior to 1950, Army and Air Force veterans were issued a Separation Qualification Record; Navy and Coast Guard veterans were issued a Notice of Separation; Marine Corps veterans were issued a Report of Separation. A notarized photocopy of the original separation report should be submitted to the College. Students should not submit the original. Students unable to locate the original separation report can request a copy from The National Personnel Records Center, Military Personnel Records, 9700 Page Blvd., St. Louis, MO 63132, and forward it with the cover form from the National Personnel Records Center to the College. Members of the reserves or National Guard should contact their units for any necessary documentation.

CREDIT FOR POLICE ACADEMY TRAINING

To be awarded Berkeley College credit toward degree requirements in the College's Justice Studies programs, current law enforcement professionals seeking college credit for prior training in law enforcement must submit evidence of satisfactory completion of training at an accredited police academy, including but not limited to the New Jersey State Police Academy, New Jersey Police Training Commission, New York City Department Police Academy, Pennsylvania ACT 120 and the Port of Authority of New York and New Jersey Police Academy.

Eligible students will receive the following credits:

- 4 credits – JUS100 Introduction to Justice Studies
- 4 credits – JUS110 Communication Skills for Justice Professionals
- 4 credits – JUS201 Criminal Procedure
- 4 credits – JUS205 Criminal Law
- 4 credits – JUS255 Computer Applications in Criminal Justice
- 4 credits – JUS293 Internship

(Proof of current employment in law enforcement for a minimum of three months required)

PORTFOLIO DEVELOPMENT AND ASSESSMENT

Many adults have acquired learning outside of the classroom simply from life experience through work, volunteer activities, and online study. In some cases, that learning is college level and can earn college credit. In that case, students may develop a portfolio to document learning that took place in settings other than a formal classroom.

A successful prior learning student has significant learning gained through work experience and training; understands the time commitment involved in building a portfolio; has selected the portfolio development course with advising assistance; has strong writing skills; has access to a computer with Internet access; and is a good candidate for online learning.

Students interested in developing a portfolio for credit evaluation must meet with his/her Academic Advisor, and the student must also meet with the department chair for final approval. Once it is determined that portfolio development is the preferred method for credit for prior learning and eligibility requirements have been met, students are enrolled in the Prior Learning Portfolio Development course, a four credit, six week accelerated online course. This course is offered in cooperation with the Council on Advanced Experiential Learning (CAEL)'s LearningCounts. Information on Learning Counts is available at <http://www.youtube.com/watch?v=LyWNNXgeGOE>.

ELIGIBILITY REQUIREMENTS

Only matriculated Berkeley College students are eligible to participate in Prior Learning evaluations. Students interested in the portfolio process must have successfully completed ENG105 and ENG106, or the equivalent and completed the non-credit online Road to Success.

PROCEDURES FOR A PORTFOLIO

To begin the process, a student must first meet with an academic advisor for a preliminary assessment of whether developing a portfolio is the preferred method of gaining prior learning credit. Prior to meeting with the academic advisor, students must complete the LearningCounts Credit Predictor at <http://www.learningcounts.org/predictor/> and provide the Predictor report to the Academic Advisor. After meeting with the Academic Advisor, the student must also meet with the department chair for final approval. Once it is determined that portfolio development is the preferred method for credit for prior learning and eligibility requirements have been met, students are enrolled in the Prior Learning Portfolio Development course, a four credit, six week accelerated online course. This course is offered in cooperation with the Council on Advanced Experiential Learning (CAEL)'s LearningCounts. Information on Learning Counts is available at <http://www.youtube.com/watch?v=LyWNNXgeGOE>.

Students may submit additional portfolios after successful completion of the prior learning course at a fee of \$125.00 per portfolio.

REQUIRED ELEMENTS OF A PORTFOLIO

Portfolios must contain/reflect the following:

- 1) a narrative that describes and explains the prior learning that has taken place;
- 2) documentation of learning arranged chronologically to show developmental progress, or by subject matter to show achievement in a particular skill or topic;
- 3) college-level learning that corresponds to a particular Berkeley College course for the awarding of the college credits sought;
- 4) an autobiography;
- 5) a resume;
- 6) transcripts or proof of attendance at professional schools or training programs (if applicable); and
- 7) any other relevant documents of support.

Some examples of college level learning and supporting documentation are set forth below:

Work experience
Education
Trade schools
Specialized training programs
Non-credited training programs
Societal and Community activities
Membership in Organizations
Political office or other activities
Volunteer Work
Military experience
Travel experience
Hobbies, special interests, sports
Publications, reports
Other experiences through which significant learning was accomplished

NOT A GUARANTEE

Submission of a portfolio is not a guarantee that credit(s) will be awarded. Student challenges to the evaluation of credits through the portfolio process will be reviewed by the Associate Provost.

FOR FURTHER INFORMATION, PLEASE CONTACT:

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