



(POLICY)

Policy:	Credit for Prior Learning	Policy No.:	AA4017
Authority:	SUNY Broome Community College Board of Trustees		
Policy Owner:	President	Responsible Party:	<i>VP Academic Affairs</i>
Approved:	March 21, 2024		
Revised:			

Purpose

The purpose of this policy is to identify the process used to award academic credit for a student's knowledge and expertise acquired through life and professional experience when the student's knowledge and skills are determined to be equivalent to college-level learning.

This policy is used to ensure SUNY Broome's practices for recognizing college level learning acquired outside of formal higher education meet academic standards and are responsive to adult learners.

This policy was developed in accordance with SUNY's policy on the [awarding of academic credit by evaluation](#).

Statement of the Policy

This policy covers the Credit for Prior Learning (CPL) methods that are accepted at SUNY Broome and how academic credit is awarded in accordance with academic standards. This policy is intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

To Whom it Applies

All students will be allowed to apply for the use of credits earned by evaluation, as appropriate to the academic program.

The evaluation of student learning for the award of academic credit will be approved by faculty in the relevant academic department and with professional, current expertise. Personnel involved in the assessment of prior learning must be trained in assessment procedures and pursue professional development for the functions they perform.

General Guidelines

Number of credits:

- Students may earn up to three-quarters (75%) of their degree program requirements (depending on the program and their accreditation standards) through prior learning assessment as long as the residency requirement (as

defined in the SUNY Broome Catalog) is satisfied. Credits earned through prior learning assessment are not considered part of the residency requirement.

Credit Validation

- Application of CPL must align with existing courses/curriculum using the course description and student learning outcomes for guidance. At least 70% of the learning outcomes for a given course must match the learning outcomes of the prior learning.
- Refer to the procedures for Credit Validation Methods.

Application of CPL

- Shall be applied to degree or academic program requirements in the same manner as credits earned at this institution.
- Will be designated on the transcript by the appropriate course title, course number, and number of credits awarded as aligned with the course/curriculum for which the credit was awarded.
- Approved credits will be applied to the student's record as attempted and earned credits with a grade "CR." NOTE: CPL credits are only posted to the transcript if/when credit is awarded.

Transferability:

- In accordance with SUNY's policy on the [awarding of academic credit by evaluation](#), the principles of this policy serve as the framework for the transfer of credits earned through CPL.
 - Save for programmatic restrictions, credit earned through credit by evaluation at another SUNY campus shall be guaranteed to transfer into SUNY Broome Community College.
 - Credit cannot be denied solely because it was earned through credit by evaluation but there may be restrictions due to programmatic requirements.
 - SUNY Broome course equivalency determinations will be documented and include a list of acceptable forms of verification (e.g., transcripts, official score reports).
 - Refer to the procedures for Credit Validation Methods.
- For other Transfer Policy items refer to SUNY Broome's [Transfer Credit Policy \(3.13\)](#)

Fees:

- SUNY Broome Community College may assign fees for CPL assessment services.
- These fees will be posted on the SUNY Broome Community College [website](#).

Appeals:

- Students who do not agree with the college's decision on awarding CPL have the right to submit an appeal to the dean of the division in which CPL is being pursued.

Review

- This policy and related procedures will follow the college's policy for review.

Definitions

For the purposes of this policy, the following definitions apply:

- Credit for Prior Learning (CPL)
 - The process used to award academic credit for a student's knowledge and expertise acquired through life and professional experience when the student's knowledge and skills are determined to be equivalent to college-level learning.
- Prior Learning Assessment (PLA)
 - The process that is used to assess a student's knowledge and expertise acquired through life and professional experience when the student's knowledge and skills are determined to be equivalent to college-level learning.
- Credit Validation
 - The process of reviewing requests for CPL using a variety of methods.
- Credit by Examination (CBE) or Challenge Exam
 - Allows students the opportunity to pass an exam showing that they have mastered the knowledge of the course content to receive credit for the course.
- Portfolio Review
 - Allows a student to submit a portfolio for review by the faculty of the designated program. The faculty will evaluate the submission and grant credit based on work previously completed.

Related Procedures:

[AA4017.1 Credit Validation Methods](#)

[AA4017.2 Fee Structure for Credit for Prior Learning](#)

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
Created	03/11/2024	PK	<i>VP Acad Affairs</i>