

Credit for Prior Learning – Criteria and Guidelines

Foundations of Credit for Prior Learning

State Codes of Education determine whether or not an institution of higher education may offer courses for credit and how and when the credit may be awarded. ARS 15-1410 A(h) states, “A district board may adopt policies that allow students to receive credit through a variety of other means, including national standardized examinations and credit by evaluation or examination.”

The standards and criteria used for assessing prior learning were originally developed as guidelines by the American Council of Education (ACE) and the Council for Adult and Experiential Learning (CAEL). Definitions of Credit for Prior Learning, or Experiential Learning, vary considerably, and may include experiential essays, national testing, military training, corporate training, internships, externships, CLEP and DANTES exams. Thus, Yavapai College offers CLEP exams, and we offer Credit for Prior Learning using credit by evaluation or by standardized exam. **We do not accept portfolios or experiential essays.** Military training is assessed by ACE using transcripts which have credit recommendations for training that has been evaluated by ACE faculty evaluators. Professional training in occupational programs is specific to the program. Included in this manual are current guidelines for commonly submitted professional training. **We use a standardized, prescribed process for handling standard items.** All assessment methods used by the College require faculty review and oversight to determine that learning outcomes have been accomplished by determining acceptable test scores, appropriate equivalencies, special program requirements, or other academic considerations.

General Guidelines for Credit by Evaluation and Credit by Exam

- A maximum of 30 credit hours by any combination of examination, special professional training/articulation agreement, or evaluation will be accepted.
- A student must have successfully completed at least one credit course at Yavapai College before any credit by evaluation or exam can be documented on the College transcript.
- No duplicate credit will be awarded through credit by evaluation or exam.
- Assessment for credit by evaluation or exam will not be administered for equivalency of courses numbered below 100.
- Credit will not be granted for more elementary course work, nor for prerequisite requirements to a course, in which the student is enrolled or for which the student has already received credit.
- The Yavapai College transcript will document only that credit by exam has been granted and the number of credits awarded. No letter grade will be assigned.

Credit for Prior Learning by Evaluation

- 1) The general rule is that there has to be a Yavapai College course comparable with the training to equate.
- 2) CEU courses, or courses for Continuing Education, cannot be converted to credit.
- 3) Courses that are offered as non-credit courses cannot be converted to credit. (See the State Regulations on Credit vs. Non-Credit Courses)
- 4) When assessing credit use 15 hours of training per credit for classroom work. Use 30 hours per credit if it is a field exercise or experience, similar to laboratories.
- 5) The current tuition rate per credit can be charged for Credit for Prior Learning credits.

Credit by Exam

- Applicable exam must be available and on file with the office of Instructional Support.
- Students may only take the examination **one** time. Unsuccessful assessments will not be recorded on the transcript.
- Student must pay appropriate fees and adhere to approved administrative procedures for the credit by exam assessment method selected. Fees are non-refundable.
- Credit by exam may impact financial aid awards. Students should meet with a financial aid advisor prior to pursuing credit by exam.
- Credit by exam payment must be paid to the Business Office (GCBE) prior to completing the examination.