

CREDIT FOR PRIOR LEARNING

Type:

Policy

Category:

Students

Department:

Enrollment and Student Financial Services

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Narrative:

Lane Community College recognizes the validity of granting credit for prior learning, provided the practices for granting credit through Credit by Assessment (CBA) and Credit by Exam (CBE) are carefully monitored and documented by Lane's faculty. This policy is not designed to apply to such practices as College Level Examination Program (CLEP), Advanced Placement, or military credit as evaluated by the American Council on Education. Credit for prior learning may be offered under the conditions below.

1. Credit may be granted only for documented prior learning that falls within Lane's regular course offerings, as described in the current Lane catalog. "Miscellaneous credit" for experiential learning will not be awarded.
2. Credit may be granted only for documented learning which ties the prior experience to the theories and data of the relevant academic fields.
3. Credit for prior learning may be granted for college level transfer courses and courses required in career technical programs, excluding 199 (special

- topics) courses and 280 (cooperative education) courses.
4. Before credit for prior learning becomes part of a student's transcript, the student must complete 12 credits from Lane's regular curricular offerings by traditional means to establish evidence of a satisfactory learning pattern. Credit may be granted only to a student currently enrolled in at least 6 credits (exclusive of any credits for prior experiential learning), and is to be identified on the student's transcript as either credit by exam or credit by assessment.
 5. Credits transcribed for prior learning (either CBA or CBE) may not be used to acquire full-time status or to meet eligibility requirements for any other purpose, such as financial aid, Veteran's Benefits, or required credit minimums for international students on F-1 visas.
 6. Credit may be granted only upon the recommendation of teaching faculty who are appropriately qualified and who are on a regular appointment with the college on a continuing basis. In the absence of contracted faculty on a continuing appointment, credit may be granted by other qualified faculty, subject to the approval of the division chair and the vice president Academic and Student Affairs.
 7. Total credits for prior learning (combined CBA and CBE) may constitute up to 25% of the credits needed for a degree or certificate.
 8. To meet requirements for a degree or certificate, a student must complete a minimum of 24 credits at Lane in addition to any credits earned through Credit for Prior Learning.
 9. Lane personnel will make no assurances as to the number of credits to be awarded prior to the completion of the institution's review process.
 10. Credit for prior learning must not duplicate other credit awarded.
 11. Staff may not use tuition waivers for either CBA or CBE, as the charge is a fee, not tuition.
 12. Payment of fees for the evaluation of potential credit for prior learning will not influence the award of credit.
 13. Any division that uses documentation and interviews (CBA) in lieu of examinations must retain the documentation and interview notes in the division office to provide academic assurances of equivalence to credit earned by traditional means. Records may be archived after the student's degree/certificate completion or after five years, whichever comes first.

This policy and related procedures for awarding prior learning credit are adopted by the Curriculum Committee and Faculty Council, approved by the vice president Academic and Student Affairs, described in the college catalog, and reviewed annually by the Committee, Council and Vice President, along with a report from the Registrar detailing the credits awarded in the previous year through Credit by Assessment (CBA) and Credit by Exam (CBE).