



CUYAHOGA COMMUNITY COLLEGE (TRI-C®)

# Credit for Prior Learning

## Student Handbook and Faculty/Administrator Guide

Cuyahoga  
Community  
College



Effective: July 15, 2019

# TABLE OF CONTENTS

## Introduction

What is Credit for Prior Learning (CPL)?.....	3
Steps to Apply.....	3
Fees .....	3
Further Information.....	3
Contacts.....	4

## Credit for Prior Learning: Types and Procedures

### Advanced Placement (AP) Credit

AP Credit Awarding Procedure.....	5
-----------------------------------	---

### By-Pass (BYP) Credit

BYP Credit Awarding Procedure.....	5
BYP Credit Form .....	5

### College Level Examination Program (CLEP) Credit

CLEP Credit Awarding Procedure .....	6
CLEP Tables .....	7

### Challenge Exam (EX) Credit

EX Credit Awarding Procedure.....	9
Information and Next Steps.....	10

### Career-Technical Assurance Guide (CTAG) Credit

CTAG Credit Awarding Procedure for awarding of CTAG Credit .....	10
--	----

### DANTES Subject Standardized Tests (DSST) Credit

DSST Credit Awarding Procedure.....	11
-------------------------------------	----

### International Baccalaureate Diploma Program (IB) Credit

IB Credit Awarding Procedure.....	11
IB Equivalency Tables .....	12

### Military Credit (MC)

MC Awarding Procedure .....	15
-----------------------------	----

### Military Transfer Assurance Guide (MTAG) Credit

MTAG Credit Awarding Procedure .....	17
--------------------------------------	----

### Tech Prep Credit (TPC)

TPC Awarding Procedure.....	18
-----------------------------	----

## CPL Appeals Process (Overview) .....

19

CPL Appeals Process Map .....	19
-------------------------------	----

## Credit for Prior Learning Procedure.....

20

## INTRODUCTION

### What Is Credit for Prior Learning (CPL)?

Credit for Prior Learning is degree credit awarded for demonstrated relevant college-level education acquired through nontraditional schooling, work or other life experience.

Through CPL, faculty subject matter experts evaluate how prior experiences might translate to college-level knowledge and how that knowledge may equate to college credit.

This handbook provides instructions on how to apply for CPL as well as an overview of the CPL awarding process.

### Steps to Apply

1. Complete application for admission to Cuyahoga Community College at [www.tri-c.edu/apply](http://www.tri-c.edu/apply).
2. Review this handbook and follow the awarding procedure for the type of CPL you are pursuing. It may help to meet with a counselor or instructional faculty member in the discipline to review the official course outline of the course(s) for which you hope to earn CPL. Official course outlines, which include specific learning outcomes and objectives, are available online for each course offered at the college. To access the official course outline for a course, visit <https://forms.tri-c.edu/officialcourseoutlines>.

### Fees

Students will be charged \$50 per course that is approved for CPL through the By-Pass Credit and Challenge Exam Options. All fees must be paid at a Tri-C Enrollment Center.

Students taking a CLEP exam must pay associated costs directly to the College Board.

### Further Information

- Academic credit is awarded only for those courses directly applicable to curriculum requirements for the student's declared certificate or degree program as documented in the College Catalog.
- A student may earn a maximum of 30 semester credit hours for a degree, through the Credit for Prior Learning process, by any combination of award methods. This limit does not include transfer credits; that is, credits transferred into Tri-C from another regionally accredited postsecondary institution of higher learning. However, neither transfer credits nor credit earned through CPL can be used to meet minimum residency requirements (credit hours that must be earned for courses taken at Tri-C) for certificate and degree programs at the College.

#### **\*Residency requirement:**

A) Minimum of 20 instructional hours of the 60 semester credit hours required for an associate's degree must be completed at Tri-C.

B) Minimum of 9 instructional hours of the total semester credit hours required for a short-term certificate, certificate of proficiency or post-degree professional certificate must be completed at Tri-C.

## Further Information (Cont.)

- When CPL is awarded, the student earns credit for the course or courses; however, this credit does not impact the student's cumulative GPA. The applicable notation will appear on the student's transcript for each course for which CPL was awarded.
- Fees are charged for the courses earned through the Credit for Prior Learning process and must be paid before any credit will be posted to the student's academic record.
- Check with a representative from the specific college or university to which you are intending to transfer regarding transferability of credits. **You should not assume that any credits earned through CPL will automatically be accepted at another institution.**

## Contacts

### Academic Affairs Offices:

Eastern Campus: 216-987-2296

Metropolitan Campus: 216-987-5137

Western Campus: 216-987-5556

Westshore Campus: 216-987-3943

Counseling: 216-987-6000 (Option 4)

Enrollment Center: 216-987-2006 (Option 3)



## CREDIT FOR PRIOR LEARNING: TYPES AND PROCEDURES

### Advanced Placement (AP) Credit

Ohio students who earn a score of 3 or higher on a College Board AP examination are guaranteed to receive college credit, mainly in general education areas, upon entrance to any of Ohio's public institutions of higher education.

#### AP Credit Awarding Procedure

1. Students must visit the official College Board website to view their AP score(s) and/or request to have them sent to specific institutions.

Students must have the College Board send their score(s) to:

Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101

2. The registrar will evaluate AP score(s) upon receipt to determine applicable credit. After evaluation, the Office of the Registrar will send results to the student's Tri C email address. If AP credit is awarded, it will post to the student's academic record within five business days (during peak enrollment period, time may be longer).

### By-Pass (BYP) Credit

By-pass credit is awarded for achieving competence equivalent to a course or sequence of courses applicable to fulfilling an academic degree requirement.

By-pass credit may be awarded for learning attained through documented, valid academic and/or equivalent work experience, including professional certification/licensing, portfolio evaluation and completion of formal training program. Formal training programs include, but are not limited to, hospital-based and corporate education for which requisite knowledge, skills and competencies are documented.

All BYP credit requests are routed through the Dean of Academic Affairs office, which will assign appropriate faculty and/or program managers to review and make a recommendation for award of credit.

#### BYP Credit Awarding Procedure

1. Students must obtain a CPL By-Pass Credit Form from the Academic Affairs Office or online at [www.tri-c.edu/by-pass-credit-form](http://www.tri-c.edu/by-pass-credit-form). Students may choose to meet with a counselor, program manager or faculty coordinator for additional assistance.
2. Students submit BYP form and supporting documentation/rationale to the Academic Affairs office for verification and processing. Examples of documentation include, but are not limited to:
  - Postsecondary academic experience: Official transcript (if from non-regionally accredited school).
  - Equivalent work experience: Written description of work experience and letter from employer.

## **BYP Credit Awarding Procedure (Cont.)**

- Current licensure or certification: Copy of current license or certificate.
  - Portfolio-based information: Determined by academic department.
  - \* The Academic Affairs Office will make copies of the student's supporting documentation and will return originals to student at the time of receipt.
3. The Academic Affairs Office distributes all materials to the associate dean/Center of Excellence dean for next steps. The associate dean/Center of Excellence dean identifies the appropriate faculty coordinator/program manager/program director to review the application and supporting documentation to make a recommendation on credits to be awarded.
  4. The dean of Academic Affairs reviews the faculty recommendation and signs off on credit to be awarded. Students will be notified of the decision via their Tri-C email address. If BYP credit is approved, students must pay the appropriate fees (\$50 per course) at the campus Enrollment Center.
  5. The Office of the Registrar will notify you via Tri-C email once credit is posted to your academic record.

## **Certifications Eligible for By-Pass Credit:**

A+ = EET-1015, 1035, 1055 (or IT-2740)  
Network+ = ITNT-2300  
Security+ = ITNT-2370  
Linux+ = ITNT-2380  
Microsoft 70-740 = ITNT-2320  
Microsoft 70-741 = ITNT-2420  
Microsoft 77-725 = BT-1201  
Microsoft 77-726 = BT-2200  
Microsoft 77-727 = BT-1700  
Microsoft 77-728 = BT-2700  
Microsoft 77-729 = BT-2210  
Microsoft 77-730 = BT-2300  
CCNA (Cisco) = EET-1302, 1312, 2302, 2312  
CCENT (Cisco) = EET-1302, 1312  
Certified Ethical Hacker (CEH) = IT-2720

## **College Level Examination Program (CLEP) Credit**

The College Level Examination Program gives students an opportunity to earn college credit for what they already know — for the fraction of the cost of a college course. Earning a qualifying score on one or more of the available exams can help students reach their academic goals, whether they are getting a head start on college or working to finish their degree.

Tri-C students who pass a CLEP exam with the minimum required score will earn college credit based on CLEP credit chart recommendations.

For general CLEP information, or to purchase a CLEP exam, visit the College Board CLEP website at <https://clep.collegeboard.org>. It is recommended that students meet with an academic counselor prior to purchasing a CLEP exam to ensure that credit is applicable to their degree or certificate program. Eastern Campus and Western Campus are CLEP testing centers.

**College-Level Examination Program (CLEP) Aligned Courses/Credit Effective Fall 2019**

<b>CLEP Exam Area</b>	<b>CLEP Score</b>	<b>Course ID</b>	<b>Course Title</b>	<b>Semester Credit Hours</b>
American Government	63 and Above	POL 1010	American National Government	3
	56-62	OTM Social Sciences	OTM Social Sciences Credit	3
American Literature	53 and Above	OTM Arts and Humanities	OTM Arts and Humanities Credit	3
Analyzing and Interpreting Literature	59 and Above	OTM Arts and Humanities	OTM Arts and Humanities Credit	3
Biology	50 and Above	OTM Natural Sciences without Labs	OTM Natural Sciences Credit without Labs	3
Calculus	64 and Above	MATH 1610	Calculus I	5
Chemistry	66 and Above	CHEM 1300	General Chemistry I	4
	50-65	OTM Natural Sciences without Labs	OTM Natural Sciences Credit without Labs	3
College Algebra	63 and Above	MATH 1530	College Algebra	4
College Composition	50 and Above	No Credit	Remediation Free (Ready to Enroll in ENGL 1010)	0
College Composition Modular	50 and Above	No Credit	Remediation Free (Ready to Enroll in ENGL 1010)	0
College Mathematics	63 and Above	MATH 1100	Mathematical Explorations	3
English Literature	63 and Above	OTM Arts and Humanities	OTM Arts and Humanities Credit	3
Financial Accounting	65 and Above	ACCT 1310	Financial Accounting	3
French Language	65 and Above	FREN 1010, FREN 1020, FREN 2010, FREN 2020	Beginning French I, Beginning French II, Intermediate French I, Intermediate French II	4 + 4 + 3 + 3
	55-64	FREN 1010, FREN 1020	Beginning French I, Beginning French II	4 + 4
German Language	67 and Above	GER 1010, 1020, and 2010	Beginning German I, Beginning German II, and Intermediate German I	4 + 4 + 3
	59-66	GER 1010 and 1020	Beginning German I and II	4 + 4
History of the United States I	61 and Above	HIST 1510	United States History to 1877	3

<b>CLEP Exam Area</b>	<b>CLEP Score</b>	<b>Course ID</b>	<b>Course Title</b>	<b>Semester Credit Hours</b>
History of the United States II	57 and Above	HIST 1520	United States History since 1877	3
Human Growth and Development	58 and Above	PSY 2020	Life Span Development	4
Humanities	55 and Above	HUM 1010	Introduction to Humanities	3
Information Systems	50 and Above	General Elective	General Elective Credit	3
Introduction to Educational Psychology	62 and Above	OTM Social Sciences	OTM Social Sciences Credit	3
Introductory Business Law	57 and Above	BADM 2150	Business Law	4
Introductory Psychology	55 and Above	PSY 1010	General Psychology	3
Introductory Sociology	56 and Above	SOC 1010	Introductory Sociology	3
Natural Sciences	No Acceptable Score	No Credit	No Credit	0
Precalculus	61 and Above	MATH 1530, MATH 1540	College Algebra, Trigonometry	4 + 3
Principles of Macroeconomics	56 and Above	ECON 2610	Principles of Macroeconomics	4
Principles of Management	50 and Above	General Elective	General Elective Credit	3
Principles of Marketing	65 and Above	MARK 2010	Principles of Marketing	3
Principles of Microeconomics	57 and Above	ECON 2620	Principles of Microeconomics	4
Spanish Language	68 and Above	SPAN 1011, SPAN 1021, SPAN 2010, SPAN 2020	Beginning Spanish Language and Cultures I, Beginning Spanish Language and Cultures II, Intermediate Spanish I, Intermediate Spanish II	4 + 4 + 3 + 3
	63-67	SPAN 1011, SPAN 1021, SPAN 2010	Beginning Spanish Language and Cultures I, Beginning Spanish Language and Cultures II, Intermediate Spanish I	4 + 4 + 3
	56-62	SPAN 1011, SPAN 1021	Beginning Spanish Language and Cultures I, Beginning Spanish Language and Cultures II	4 + 4
Western Civilization I	55 and Above	OTM Social Sciences	OTM Social Sciences Credit	3
Western Civilization II	54 and Above	OTM Social Sciences	OTM Social Sciences Credit	3



## **CLEP Credit Awarding Procedure**

- 1.** Students must have the College Board send their CLEP score(s) to:  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
- 2.** The registrar will evaluate CLEP score(s) upon receipt to determine applicable credit. After evaluation, the Office of the Registrar will send results to students at their Tri-C email address. If CLEP credit for a course(s) is awarded, it will be posted to the student's academic record within five business days (during peak enrollment period, time may be longer).

## **Challenge Exam (EX) Credit**

In certain circumstances, when students can show that they may have sufficient knowledge in a subject area due to relevant education and experience, they can earn CPL for a course by passing a comprehensive examination on the course material. Deciding which courses qualify for EX credit is up to the faculty in the individual academic disciplines.

## **Challenge Exam Procedure**

To receive course credit, students attempting a Challenge Exam must earn a minimum score as determined by the department faculty offering the exam.

## **EX Credit Awarding Procedure**

- 1.** Students interested in taking a Challenge Exam must review the listing of available Challenge Exams and obtain a CPL Challenge Exam form from the Academic Affairs Office or online at [www.tri-c.edu/challenge-exam-ex-form](http://www.tri-c.edu/challenge-exam-ex-form).
- 2.** Students must complete section 2 of the Challenge Exam form and submit to the associate dean/Center of Excellence dean responsible for the academic area within which the requested course resides.
- 3.** The associate dean/Center of Excellence dean will review the completed form and direct students to the appropriate faculty coordinator/program manager/program director to complete the Challenge Exam.
- 4.** Attempt the Challenge Exam(s).
- 5.** The faculty examiner will then complete section 5 of the Award for Credit for Prior Learning: Challenge Exam form. Faculty examiner, not the student, will hand deliver this form with a copy of exam attached to the Associate Dean/Center of Excellence Dean who will then, route the final recommendation to the Academic Affairs Dean.
- 6.** The dean of Academic Affairs reviews the faculty recommendation and signs off on credit to be awarded. Students will be notified of the decision via their Tri-C email address.
- 7.** If award of credit is approved, student must pay the appropriate fees (\$50 per course) for the Award of Credit for Prior Learning at the Campus Enrollment Center.
- 8.** The Campus Enrollment Center will forward all paperwork via intercampus mail to the Office of the Registrar for posting to the student's record.

## Information and Next Steps

- Students may not take Challenge Exams for previously attempted Tri-C courses. This applies to courses for which a student earned a “W”, “A-F” or “P-NP”.
- Students are allowed one Challenge Exam attempt per course.
- If a given course has a prerequisite course requirement, the prerequisite must be satisfied by either exemption or successful completion of the course before a Challenge Exam may be attempted.
- Students attempting a Challenge Exam must earn the minimum score as determined by the division offering the exam to receive course credit. If the student scores below the minimum requirement, the student should register for the course.
- Results of Challenge Exams may not be transferrable to any other institutions.
- Upon successful completion of a Challenge Exam, and processing by the Office of the Registrar, the credit will be posted to the student’s academic record as “EX” within five business days (during peak enrollment period, time may be longer).
- Students may appeal the credit award decision based on the following reasons only:
  - Score miscalculation.
  - Inconsistency with the College’s Credit for Prior Learning procedure.

*Students may not appeal CPL decisions based on disagreements with grade-weighting methods or scores earned on standardized exams.*

## Career-Technical Assurance Guide (CTAG) Credit

Students who successfully complete approved high school technical programs are eligible to receive technical credit at Ohio’s public institutions of higher education. To be awarded CTAG credit at Tri-C, students must confirm that the College offers a degree program in their career-technical field.

The Career-Technical Credit Transfer (CT)<sup>2</sup> Approved Course and Program Reporting System can help students find approved courses that may be eligible for (CT)<sup>2</sup> credit at Tri-C.

### CTAG Credit Awarding Procedure for awarding of CTAG Credit

1. Students must obtain a verification form for CT Credit. To obtain this form, visit <https://www.ohiohighered.org/transfer/ct2/how-to-access-ct2-credit>.
2. Forms must be completed by the career-technical school and sent directly to:  
  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
3. Credit will be posted to the academic record only after students have applied to Tri-C and been accepted. The Office of the Registrar will send a notice to the student’s Tri-C email address once the credit has been posted.

## **DANTES Subject Standardized Tests/Defense Activity for Non-Traditional Educational Support (DSST/DANTES) Credit**

The nationally recognized DSST program helps students earn college credits for learning acquired outside the traditional classroom through a suite of more than 30 exams in college subject areas such as social sciences, math, applied technology, business, physical sciences and humanities. DSST exams offer students a cost-effective, time-saving way to accomplish their educational goals. Over 1,500 colleges and universities recognize the DSST program and award college credit for passing scores. Tests are administered year-round at colleges, universities and corporations throughout the United States and in some other countries. The American Council on Education's College Credit Recommendation Service (ACE CREDIT) has evaluated and recommended college credit for all 30+ DSST exams.

### **DSST Credit Awarding Procedure**

1. Students must have their DANTES transcript(s) sent to the Office of the Registrar for evaluation:  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
2. The registrar will send results to the student's Tri C email address. If DSST credit is awarded, it will post to the student's academic record within five business days (during peak enrollment period, time may be longer).

## **International Baccalaureate Diploma Program (IB) Credit**

Created by teachers at the International School of Geneva, the IB Diploma Program provides students with a balanced education, facilitates geographic and cultural mobility, and promotes international understanding. Innovative and committed teachers and examiners from around the world have played a significant role in the program's development.

### **IB Credit Awarding Procedure**

1. Students should visit IB Transcript Information for instructions on having their official IB transcripts sent. Students must have their IB transcripts sent to the Office of the Registrar for evaluation:  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
2. Upon receipt of the IB transcript, the Office of the Registrar will evaluate IB courses to determine applicable credit. After evaluation, the registrar will send results to the student's Tri- C email address. If IB credit is awarded, it will post to the student's academic record within five business days (during peak enrollment period, time may be longer).

## IB Equivalency Tables

IB Exam	IB Score	Tri-C Equivalent Course	Tri-C Equivalent Course Title	Credits
Arabic	4-5	OTHR T1FL	Area	4
		OTHR T1FL	Area	4
Arabic	6-7	OTHR T1FL	Area	4
		OTHR T1FL	Area	4
		OTHR T2FL	Area	4
		OTHR T2FL	Area	4
Biology	4-7	BIO 1500 BIO 1510	Principles of Biology I Principles of Biology II	8
Business and Management	4-7	BADM 1020	Introduction to Business	3
Chemistry	4-7	CHEM 1300 CHEM 1310 CHEM 130L CHEM 131L	General Chemistry I General Chemistry II General Chemistry I (lab) General Chemistry II (lab)	10

IB Exam	IB Score	Tri-C Equivalent Course	Tri-C Equivalent Course Title	Credits
Chinese	4-5	CHIN 1011	Beginning Chinese Language & Culture I	4
		CHIN 1021	Beginning Chinese Language & Culture II	4
Chinese	6-7	CHIN 1011	Beginning Chinese Language & Culture I	4
		CHIN 1021	Beginning Chinese Language & Culture II	4
		CHIN T200	Area	8
Computer Science	4-7	IT T100	Area	3
Dance	4-7	DANC 1100	Dance Appreciation	3
Economics	4-7	ECON 2010	Principles of Macroeconomics	4
		ECON 2000	Principles of Microeconomics	4
English	4-7	ENG 1010	College Composition I	3
French	4-5	FREN 1010	Beginning French I	4
		FREN 1020	Beginning French II	4
French	6-7	FREN 1010	Beginning French I	4
		FREN 1020	Beginning French II	4
		FREN 2010	Intermediate French I	3
		FREN 2020	Intermediate French II	3
Geography	4-7	GEOG 1000	Introduction to Geography	3
German	4-5	GER 1010	Beginning German I	4
		GER 1020	Beginning German II	4
German	6-7	GER 1010	Beginning German I	4
		GER 1020	Beginning German II	4
		GER 2010	Intermediate German I	3
		GER 2020	Intermediate German II	3

IB Exam	IB Score	Tri-C Equivalent Course	Tri-C Equivalent Course Title	Credits
History of Africa (Route 2)	4-7	HIST 1700	History of Africa	3
Information Technology in Global Society	4-7	IT T200	Area	3
Italian	4-5	ITAL 1010	Beginning Italian I	4
		ITAL 1020	Beginning Italian II	4
Italian	6-7	ITAL 1010	Beginning Italian I	4
		ITAL 1020	Beginning Italian II	4
		ITAL 2010	Intermediate Italian I	3
		ITAL 2020	Intermediate Italian II	3
Japanese	4-5	JAPN 1010	Beginning Japanese I	4
		JAPN 1020	Beginning Japanese II	4
Japanese	6-7	JAPN 1010	Beginning Japanese I	4
		JAPN 1020	Beginning Japanese II	4
		JAPN 2010	Intermediate Japanese I	3
		JAPN 2020	Intermediate Japanese II	3
Latin	4-5	OTHR T1FL	Area	8
Latin	6-7	OTHR T1FL	Area	8
		OTHR T2FL	Area	6
Mathematics	4-7	MATH 1610	Calculus I	5
Music	4-7	MUS 1010	Survey of European Classical Music	3
		MUS 1600	Traditional Theory I	3
		MUS 1610	Traditional Theory II	3
Philosophy	4-7	PHIL 1010	Intro to Philosophy	3
Physics	4-7	PHYS 2310	General Physics I	5
Psychology	4-7	PSY 1010	General Psychology	3
		PSY T100	Area	3

IB Exam	IB Score	Tri-C Equivalent Course	Tri-C Equivalent Course Title	Credits
Theatre	4-7	THEA T100	Area	3
Social and Cultural Anthropology	4-7	ANTH 1010	Cultural Anthropology	3
Spanish	4-5	SPAN 1010	Beginning Spanish I	4
		SPAN 1020	Beginning Spanish II	4
Spanish	6-7	SPAN 1010	Beginning Spanish I	4
		SPAN 1020	Beginning Spanish II	4
		SPAN 2010	Intermediate Spanish I	3
		SPAN 2020	Intermediate Spanish II	3
Visual	4-7	VC&D T100	Area	8

## Military Credit (MC)

Students may be able to receive credit for courses taken while a member of the armed services. The American Council on Education (ACE) has evaluated many of the courses taken as part of military service, and Cuyahoga Community College uses its published recommendations as the basis for awarding credit for these courses.

### MC Awarding Procedure

#### Army

- Students who entered active duty on or after Oct. 1, 1981 must request:
  - Army/American Council on Education Registry (AARTS) transcript
  - A copy of their DD214
  - SQT or EER rating for any MOS held
  - Course completion forms for any courses completed but not listed on the DD214

- Send all documentation to:

Cuyahoga Community College  
Office of the Registrar  
PO. Box 5966  
Cleveland, OH 44101

*\*If you entered active duty prior to Oct. 1, 1981, contact Tri-C Veteran Services at 216-987-3193.*

## **MC Awarding Procedure (Cont.)**

### ***Navy, Coast Guard, Marines***

- 1.** Students must obtain a copy of their DD214 and course completion forms for any completed courses not on the DD214.
- 2.** Send all documentation to:  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101

### ***Air Force***

- 1.** Students must contact the Community College of the Air Force to order an official transcript:  
Community College of the Air Force  
Building 836  
Maxwell AFB, AL 36112-6655  
  
Phone: 334-953-5033  
Fax: 334-953-5231
- 2.** Official transcripts must be sent to:  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
- 3.** The Office of the Registrar will evaluate the Military Transcript and send a list of transfer courses to the student's Tri-C email address.
- 4.** Once the student receives the list of transfer courses from the registrar, the student must schedule a counseling appointment to determine the courses applicable to the student's program of study (certificate or degree).
- 5.** After meeting with a counselor, the student must return the list of courses to the Office of the Registrar, designating the courses they will accept.
- 6.** The registrar will notify the student via Tri-C email when courses are posted to student's academic record, within five business days (during peak enrollment, time may be longer).



## **Military Transfer Assurance Guide (MTAG) Credit**

The Ohio Department of Higher Education (ODHE) and Tri-C are committed to the acceptance and awarding of college credit for training and experience in the U.S. Armed Forces or National Guard. ODHE's Articulation and Transfer Network has begun the process of developing MTAGs to streamline and systemize the awarding of credit for military training, experience and coursework.

The American Council on Education, or a regional accrediting body such as the Higher Learning Commission, must evaluate and approve all military training and experience for inclusion in Ohio's statewide transfer guarantee.

### **MT: MTAG Credit Awarding Procedure**

- 1.** Students must visit the Military Credit Transfer website for instructions on requesting their MT: MTAG transcripts.
- 2.** Students must send their transcript to:  
  
Cuyahoga Community College  
Office of the Registrar  
P.O. Box 5966  
Cleveland, OH 44101
- 3.** The registrar will post MTAG credit to a student's academic record upon receipt and review of the transcript.

#### **If credit to be awarded exceeds 30 credits**

- The registrar will evaluate the MT: MTAG and send the list of transfer courses to the student by regular mail.
  - Once the student receives the list of transfer courses from the registrar, the student must schedule a counseling appointment to determine the courses applicable to their program of study (certificate or degree).
  - After meeting with a counselor, the student must return the list of courses to the Office of the Registrar, designating the courses they will accept.
- 4.** The registrar will notify the student via Tri-C email when courses are posted to student's academic record within five business days (during peak enrollment, time may be longer).

## Tech Prep Credit (TPC)

Tech Prep credit is awarded to students with evidence of successful completion of required programs operated at schools and school districts which are members of or partners with the North Coast Ohio College Tech Prep Consortium. All credits earned through approved bilateral agreements are treated as CPL.

### Tech Prep Information: Articulation Agreements

The Ohio College Tech Prep program is a seamless, non-duplicative, integrated pathway of education and experience that begins in 11th grade and continues through college and beyond. The curriculum reflects real-world technical careers in high demand today and prepares students to be college and career ready. Tri-C's Tech Prep program connects high school and college education to high-skill and high-demand technical employment. Students are enrolled in the Tech Prep program through their high school district.

### TPC Award Procedure

To receive Tech Prep credit, students must:

1. Complete an approved Tech Prep program and graduate high school.
2. Earn a 2.75 GPA in approved Tech Prep program.
3. Earn a 2.0 cumulative GPA in grades 9-12.
4. Complete a Tri-C application.
5. Submit a completed articulation agreement to the Tech Prep office.\*
6. Submit an official final high school transcript to the Tech Prep office.\*

Tech Prep staff will evaluate the student's paperwork for TPC and will notify the student via Tri-C email and personal email once credit is posted to the academic record.

Steps 1-6 *must* be completed *within one year* of high school graduation. No credit will be awarded until the student meets all conditions above.

\*Send paperwork to:

#### **Ohio College Tech Prep**

Cuyahoga Community College  
2900 Community College Ave.  
MCC 224  
Cleveland, OH 44115

Phone: 216-987-5626

Fax: 216-987-4985

## CPL Appeals Process (Overview)

Once a student is notified of the denial of Credit for Prior Learning, the student has 10 business days from time of notification of denial to submit a CPL Appeals Form to the Academic Affairs Office.

The **academic dean**, within three business days of receiving a student's CPL Appeals Form, will notify the appropriate associate dean of the student's decision to appeal.

The **associate dean**, within 11 business days of notification from the academic dean, will appoint and convene a CPL Peer Review Panel and route the CPL Appeals Form to that panel.

The **CPL Peer Review Panel** will be composed of three tenured faculty members, preferably from at least two campuses. Faculty within the discipline are preferred but not required because the responsibility of the panel is to examine *process and calculation*, which do not involve subject matter expertise.

For this reason, in the case where no tenured faculty within the discipline are available, tenured faculty in other disciplines are preferred over tenure-track faculty within the discipline. The panel will select its chairperson, who may remove or replace panel members. All panel participant members must adhere to the timeline.

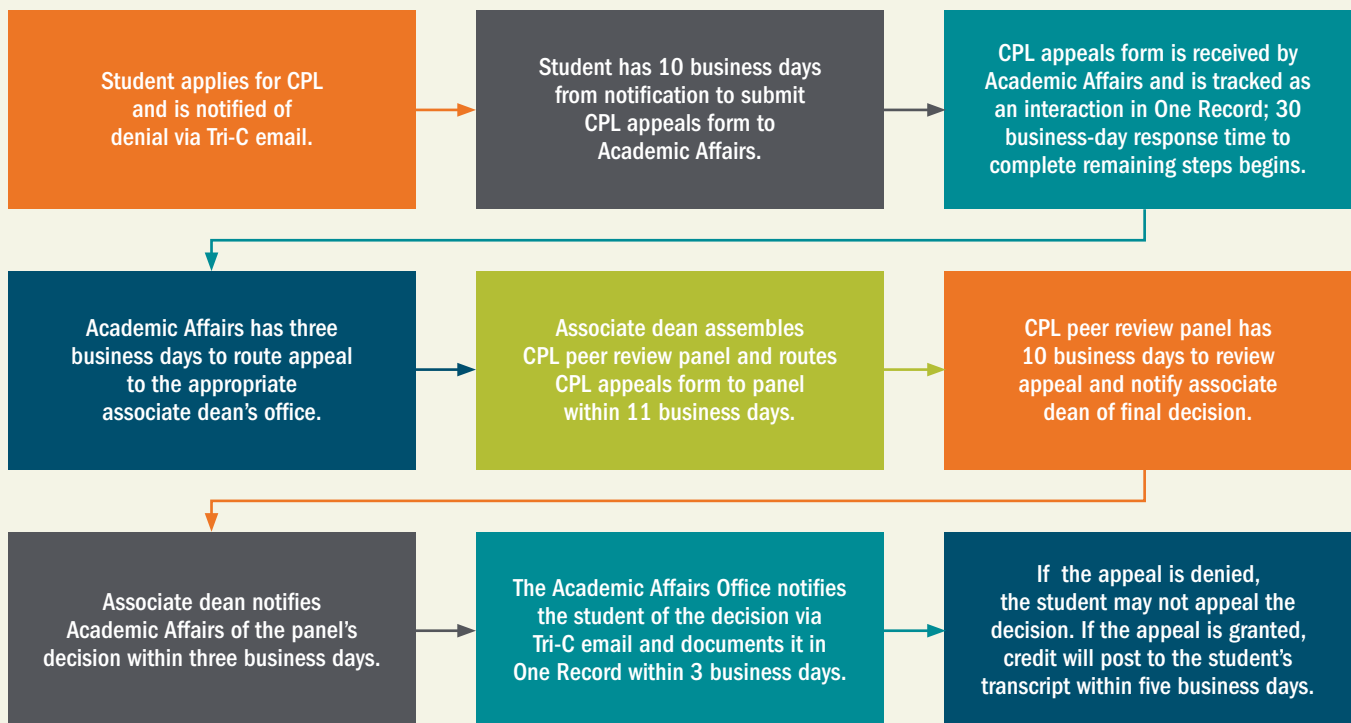
The **CPL Peer Review Panel**, within 10 business days of receiving the CPL Appeals Form, will notify the associate dean of its final decision.

The **academic dean**, within three business days of receiving the panel's final decision, will notify the student via Tri-C email and U.S. mail.

If the appeal is denied, the student may not appeal the decision. If the appeal is granted, credit will be posted to the student's transcript within five business days (during peak enrollment, time may be longer).

See Appeals Process Map below.

## Cuyahoga Community College Credit for Prior Learning Appeals Process Map



## **3354:1-30-03.13 Credit for Prior Learning (CPL) procedure**

### **3354:1-30-03.13 Credit for Prior Learning procedure.**

- (A) Cuyahoga Community College (the “College”) acknowledges that college level education can be obtained through a variety of experiences; therefore, the College may award Credit for Prior Learning (“CPL”) for demonstrated relevant college level education acquired through non-traditional schooling, work or other life experiences.
- (1) The College may award CPL to students upon demonstration of knowledge equivalent to that gained through college courses by documenting the learning through an approved evaluation process.
  - (2) Students may apply for CPL at any time after admission to the College. Credit approved through the evaluation process will be posted to the student’s transcript.
  - (3) The College may require additional documentation from the student depending on the type of CPL the student requests.
  - (4) A student may obtain a maximum of 30 semester credits of CPL.
  - (5) The College will not use awarded CPL in the calculation of a student’s grade point average or quality points.
  - (6) The College will not count CPL toward the minimum of 20 hours required to be eligible to receive a degree from the College.
  - (7) Please be aware that CPL awarded at the College may not transfer as credit to other colleges or universities.
- (B) Award Process
- (1) Students interested in pursuing one of the recognized options for CPL must complete and submit appropriate forms, with supporting rationale, to the Dean of Academic Affairs.
  - (2) The Dean of Academic Affairs will confirm receipt of the faculty’s final determination of credit to be awarded. All documentation will then be returned to the student with written notification as to the course credits to be granted.
  - (3) Students must pay required fees associated with CPL at the College Campus Enrollment Center.
  - (4) The Campus Enrollment Center will forward all records to the Registrar for posting to the student’s record.
- (C) Appeal Process
- (1) A student has ten (10) business from the date he or she is notified of the denial of CPL by the Dean of Academic Affairs to submit the CPL Appeals Form to the Academic Affairs Office.
  - (2) The basis of any appeal is limited to an examination of the process and calculation CPL. An appeal will not examine the specific subject matter.
  - (3) Within three (3) business days of receipt of the student’s CPL Appeals Form, the appropriate Academic Dean will notify the appropriate Associate Dean of the student’s appeal.
  - (4) Within eleven (11) business days of notification from the Academic Dean, the Associate Dean will appoint and convene a CPL Peer Review Panel (“Panel”) and provide the Panel with the CPL Appeals Form.
- (5) CPL Peer Review Panel
- a. The Associate Dean will appoint a Panel composed of three tenured faculty members, preferably from at least two campuses. Faculty within the discipline are preferred but not required as the Panel’s examination is limited to the process and calculation, not the subject matter.
  - b. If tenured faculty within the discipline are not available, tenured faculty in other disciplines are preferred over tenure-track faculty within the discipline.
  - c. The Panel will select a chairperson who may remove or replace Panel members.
  - d. The Panel will render a final decision and notify the appropriate Associate Dean within ten (10) business days of receiving the student’s CPL Appeals Form.
  - e. The Panel’s decision is final.

(D) Options for Awarding Prior Learning Credit

- (1) Advanced Placement Credit (AP): The College accepts academic credits earned while in high school as measured by the College Entrance Examination Boards Advanced Placement Program. Students must score 3 or higher on a subject area examination. The student must send official transcripts to the Office of the Registrar.
- (2) By-Pass Credit (BYP): The College may award By-Passed credit for learning attained through documented, valid academic and/or equivalent work experience, including professional certification licensing, and completion of formal training programs.
  - a. The College will not award By-Pass credit based on credit by examination.
  - b. The College may award CPL for portfolio assessment based on departmental review. See CPL Handbook for further instructions.
- (3) College Level Examination Program (CLEP) includes general and subject specific exams in a variety of areas. The College will award CPL to students for successful completion of the College Entrance Examination Boards CLEP general and subject area examinations.
- (4) Challenge Exam (EX). The College offers many courses for which it may award CPL if a student takes and passes a comprehensive exam on the course subject.
  - a. The College may give a student the opportunity to demonstrate college level by successfully completing an examination in a particular subject area. A student may take a Challenge Exam for a particular course only once.
  - b. Students must submit a completed EX form with supporting documentation to the Dean of Academic Affairs for approval.
  - c. The faculty in the appropriate areas will determine courses appropriate to complete by exam and the passing score the students must attain to receive credit.
- (5) Career-Technical Assurance Guides (CTAG): Students who successfully complete approved high school technical programs are eligible to receive technical credit at Ohio's public institutions of higher education. To be awarded CTAG credit at Cuyahoga Community College, please confirm that Tri-C offers a degree program in your career-technical field.
- (6) Dantes Subject Standardized Tests (DSST) is a group of standardized tests developed for the voluntary education programs of the U.S. Armed Forces which have now been made available for civilian use. The civilian tests are administered through the Educational Testing Service (ETS).
- (7) International Baccalaureate Diploma Program (IB) Credit: The College may award IB credit if a student has earned qualifying scores. Qualifying scores are referenced in the CPL Handbook.
- (8) Military Training Credit (MC): The College may award CPL for training a student received while a member of the armed forces. The College awards credit based on recommendations of the ACE publication, "American Council on Education Guide to Evaluation of Educational Experiences in the Armed Forces."
- (9) Military Assurance Guides (MTAG): Students who successfully complete approved military programs are eligible to receive credit at Ohio's public institutions of higher education.
- (10) Standardized Training and Certification Programs: A student may earn CPL for numerous standard training and certification programs. The College awards credit based on recommendations of the ACE publication, "American Council on Education National Guide to Educational Credit for Training Programs."
- (11) Technical Preparation Credit (TPC): Students may earn CPL if they have completed the Tech Prep program and graduated high school. See CPL Handbook for further instructions.

(E) President or the President's designee is hereby directed to take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: July 15, 2019 Procedure Amplifies: 3354:01-30-03





Cuyahoga  
Community  
College

