



CUYAHOGA COMMUNITY COLLEGE (TRI-C®)

Credit for Prior Learning

Student Handbook and Faculty/Administrator Guide

Cuyahoga
Community
College



Effective: Feb. 1, 2023

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INTRODUCTION

What Is Credit for Prior Learning (CPL)?

CPL is a degree credit awarded for college-level education achieved through nontraditional schooling, testing, 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 and/or exams may equate to college credit.

This handbook provides instructions on applying for CPL and an overview of the CPL awarding process.

Steps to Apply

1. Complete the application for admission to Tri-C at tri-c.edu/apply.
2. Review this handbook to learn about the awarding procedure(s) for the CPL you are attempting to earn.
3. Align your prior learning to the course and the learning outcomes by reviewing official course outlines. Official course outlines are available online at forms.tri-c.edu/officialcourseoutlines.
4. Meet with a counselor, program manager, or faculty member within the CPL course's academic discipline to review the course. This step is highly recommended before submitting the [online CPL form](#) to ensure alignment.

Fees

Students will be charged \$50 for every course approved for CPL through the By-Pass (BYP) Credit and Challenge Exam options. All fees must be paid through a Tri-C Enrollment Center.

Students taking a College Level Examination Program (CLEP) exam must pay the associated costs directly to the College Board.

Further Information

- Academic credit is awarded only for those courses that apply to the 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 credits for a degree through the CPL process by any combination of award methods. This limit does not include transfer credits from another regionally accredited postsecondary institution of higher learning. Neither transfer credits nor credits earned through CPL can be used to meet the minimum residency requirements* for certificate and degree programs at the College.
- A student may request CPL credit for more than one course by completing the online *Request for Prior Learning Form* for each course, available at tri-c.edu/cpl.

***Tri-C Residency requirement:**

- A. At least 20 instructional hours of the 60 semester credits required for an associate degree must be completed at Tri-C
- B. At least nine instructional hours of the total semester credits 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(s). However, this credit does not impact the student's cumulative GPA. A notation will appear on the student's transcript for each course for which CPL was awarded.
- Credit earned through the CPL process will be posted to the student's academic record after all related fees are paid.
- The acceptance of CPL credit at another institution is determined by the receiving institution.

Contacts

Academic Affairs and Center of Excellence Contact Information:

Academic Affairs:

Eastern Campus: 216-987-2296

Metropolitan Campus: 216-987-4012

Western Campus: 216-987-2006

Westshore Campus: 216-987-5899

Center of Excellence (COE):

Creative Arts: 216-987-0271

Hospitality Management: 216-987-4081

Information Technology: 216-987-4677

Manufacturing: 216-987-4265

Nursing: 216-987-4067

Public Safety: 216-987-4425

Enrollment Center: 216-987-6000 (Option 3)

Counseling: 216-987-6000 (Option 4)



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 — at any of Ohio’s public institutions of higher education. Access Tri-C AP’s equivalences at tri-c.edu/equivalency.

AP Credit Awarding Procedure

1. Students must visit the official College Board website at apstudents.collegeboard.org/what-is-ap to view their AP score(s) and/or request to have them sent to Tri-C.

Students should 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 Office of the Registrar will review the AP score(s) to apply relevant credit and will send the 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 (this may take longer during peak enrollment).

By-Pass (BYP) Credit

BYP credit is awarded for achieving competence equal to a course or sequence of courses needed to fulfill an academic degree requirement.

A student may request BYP credit for a specific course only once. Credit may be awarded through documented valid academic and/or equivalent work experience, including professional certification/licensing, portfolio evaluation and the completion of a 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 or Center of Excellence (COE) dean who assigns faculty and/or program managers to review and make a recommendation for awarding credit.

BYP Credit Awarding Procedure

1. Click [here](#) for the BYP form. Students may meet with a counselor, program manager or faculty coordinator for additional assistance.
2. Students should submit the BYP form online and upload all supporting documentation/rationale for verification and processing. Examples of documentation include, but are not limited to:
 - Official transcript (if from a non-regionally accredited school) for postsecondary academic experience
 - Written description of equivalent work experience and letter from employer
 - Copy of current license or certificate
 - Portfolio-based information determined by academic department

BYP Credit Awarding Procedure (Cont.)

3. The information is sent to the department's associate dean/COE associate dean who selects a faculty coordinator, program manager or program director to review the application and supporting documentation to make a recommendation on awarding credits.
4. The associate dean/COE associate dean receives the recommendation from the faculty member and sends it on to the dean of Academic Affairs or the COE dean.
5. The dean of Academic Affairs/COE dean reviews the faculty recommendation and signs off on the credit.
6. Students will be notified of the decision at their Tri-C email address.
 - If BYP credit is approved, students must pay the appropriate fees (\$50 per course) through the Enrollment Center.
7. The Office of the Registrar will notify the student via Tri-C email once credit is posted to the academic record.

Certifications eligible for BYP credit can be found at tri-c.edu/bypasscredit.

College Level Examination Program (CLEP) Credit

CLEP gives students an opportunity to earn college credit for knowledge already acquired for a fraction of the cost of a college course. Earning a qualifying score on one or more of the 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 at least the minimum required score will earn college credit based on CLEP credit chart recommendations found at tri-c.edu/CLEPEXAM.

For general CLEP information, visit tri-c.edu/challengeexam. To purchase a CLEP exam, visit the College Board CLEP website at clep.collegeboard.org. However, students should meet with a counselor prior to purchasing a CLEP exam to ensure that credit is applicable to their degree or certificate program. Access Tri-C CLEP aligned courses at tri-c.edu/CLEPEXAM.

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 Office of the Registrar will evaluate CLEP score(s) 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 (this may take longer during peak enrollment).

Challenge Exam (EX) Credit

When students can show 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 material. Deciding which courses qualify and the minimum score for EX credit is collectively determined by the faculty in the individual academic disciplines.

EX Credit Information and Next Steps

- Students may not take Challenge Exams for a previously attempted Tri-C course. This applies to courses where a student earned a "Withdrawal," an "A-F grade" or a "Pass-No Pass."
- Students are allowed one Challenge Exam attempt per course.
- Course prerequisites 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.
- The acceptance of Challenge Exams results at other institutions is determined at the discretion of the receiving institution.
- 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 (this may take longer during peak enrollment).
- Students may appeal the credit award decision based on the following reasons:
 - Score miscalculation
 - Inconsistency with the College's CPL procedure

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

EX Credit Awarding Procedure

1. Students interested in taking a Challenge Exam can review the list of available Challenge Exams at tri-c.edu/challengeexamchart. Students must initiate the online CPL Challenge Exam by completing [this form](#).
2. The associate dean/COE dean reviews the completed form and directs students to a faculty coordinator, program manager or program director to complete the Challenge Exam.
3. The student attempts the Challenge Exam(s).
4. The faculty examiner reviews the results, makes recommendations and completes the online Challenge Exam form. The form is then directed to the designated associate dean/COE dean to route the final recommendation to the dean of Academic Affairs/COE dean.
5. The dean of Academic Affairs/COE dean 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.
6. If the credit is awarded, student must pay the appropriate fees (\$50 per course) through the Enrollment Center.
 - After the student has paid the fees, the Office of the Registrar will post all credits to the student's record.

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)2 Approved Course and Program Reporting System can help students find approved courses that may be eligible for (CT)2 credit at Tri-C.

CTAG Credit Awarding Procedure

1. Students must obtain a verification form for CT Credit at transfercredit.ohio.gov/initiatives-upd/career-technical-credit-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 subjects 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-plus 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 Office of 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 (this may take longer during peak enrollment).

International Baccalaureate (IB) Diploma Program 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 can have their official IB transcripts sent to the Office of the Registrar. Tri-C's IB equivalency tables can be found at tri-c.edu/IBtables.
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 post IB courses to the student's record based on established equivalences. The results will be sent 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 (this may take longer during peak enrollment).

Industry Recognized Credential Transfer Assurance Guides (ITAG)

ITAGs guarantee students will receive college-level credit based upon the knowledge, skills and competencies gained through industry-recognized credentials. Each ITAG content is reviewed and aligned from the specified credential to postsecondary learning outcomes. ITAGs are endorsed by Ohio's public institutions of higher education, and students who take the correct steps will receive credit.

Visit transfercredit.ohio.gov/initiatives-upd/itags for approved courses and processing instructions.

ITAG Awarding Procedure

The industry-recognized credential must be current to receive ITAG credit. In some instances, ITAGs will overlap with other transfer initiatives. This will expand access to other statewide transfer agreements (CTAGs, MTAGs and TAGs) but not replace them.

Military Credit (MC)

Students may be able to receive credit for courses taken as 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 Tri-C uses its published recommendations as the basis for awarding credit for these courses.



MC Awarding Procedure

Army

- 1.** 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
 - Completion forms for any courses completed but not listed on the DD214
- 2.** Send all documentation to:
Cuyahoga Community College
Office of the Registrar
P.O. Box 5966
Cleveland, OH 44101

**If you entered active duty prior to Oct. 1, 1981, contact Tri-C Veteran Services at 216-987-4529.*

Navy, Coast Guard or Marines

- 1.** Students must obtain a copy of their DD214 and 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
Montgomery, AL 36112

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 Registrar will notify the student via their Tri-C email when courses are posted to their academic record within five business days (this may take longer during peak enrollment).

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.

MTAG Credit Awarding Procedure

- 1.** Students should visit the Military Credit Transfer website at <https://transfercredit.ohio.gov/students/types-of-student/military/military> for instructions on requesting their 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 Office of 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 Office of Registrar will evaluate the 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 Office of Registrar, the student must schedule a counseling appointment to determine which courses are 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
- 4.** The Office of the Registrar will notify the student via Tri-C email when courses are posted to student's academic record within five business days (this may take longer during peak enrollment).

Tech Prep Credit (TPC)

TPC is awarded to students with evidence of successful completion of required programs at schools and school districts that are members of/partners with the Ohio College Tech Prep program's North Coast 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 and integrated pathway of education and experience that begins in the 11th grade and continues through college and beyond. The curriculum reflects real-world technical careers in high demand today. Students are enrolled in Tri-C's Tech Prep program through their high school district. To learn more about these Tech Prep partnerships, visit tri-c.edu/techprep.

TPC Award Procedure

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

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 the credit is posted to the academic record.

*Send paperwork to:

Ohio College Tech Prep

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

Phone: 216-987-5626

Fax: 216-987-4985

CPL Appeals Process (Overview)

Once a student is notified of the denial of CPL, the student has 10 business days to submit a CPL Appeals Form online at tri-c.edu/CPLappeals.

Students may appeal the credit award decision due to score miscalculation or inconsistencies with the College's CPL procedure.

Within three business days of receiving a student's CPL Appeals, **the dean of Academic Affairs/COE dean** will notify the appropriate associate dean/COE dean.

Within 11 business days of notification from the dean of Academic Affairs/COE dean, the **associate dean/COE associate 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.

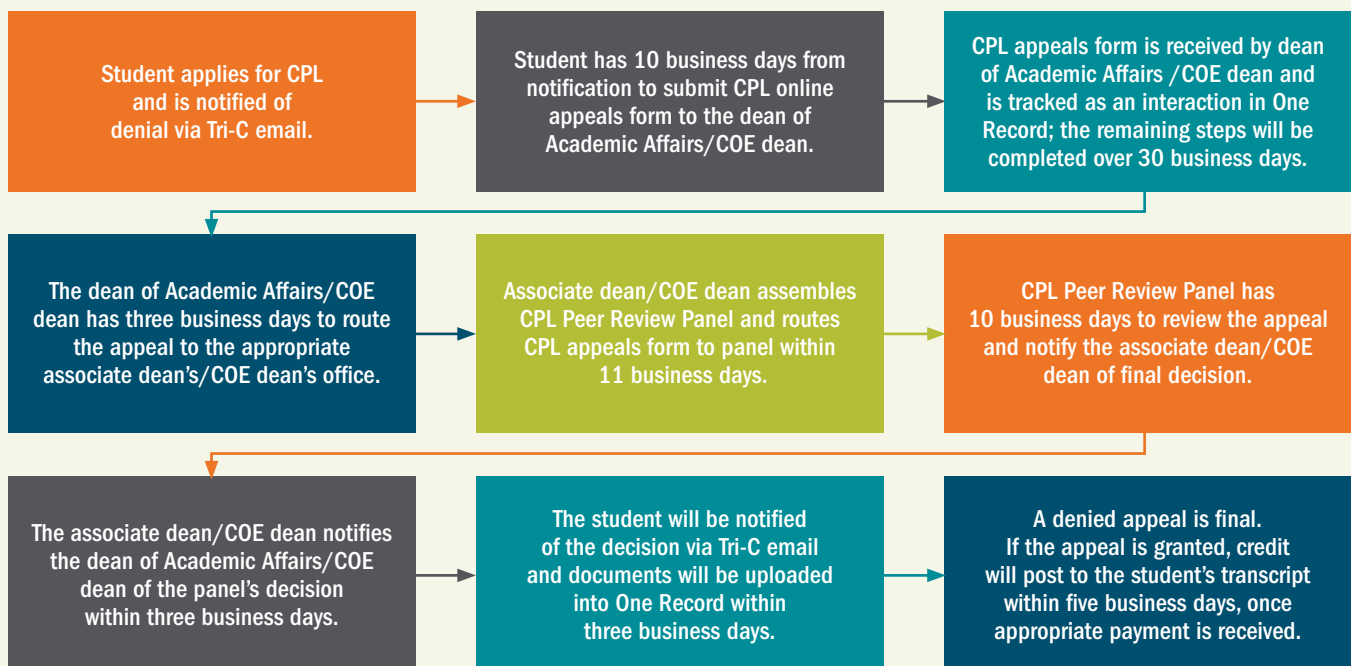
For this reason, in the case where no tenured faculty within the discipline are available, tenured faculty in other disciplines are preferred over tenure-track faculty within the discipline. The panel will select its chairperson, who may remove or replace panel members. All panel participant members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

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

Within three business days of receiving the panel's final decision, the **dean of Academic Affairs/COE dean** will notify the student via Tri-C email.

If the appeal is denied, the student may not appeal the decision. If the appeal is granted, credit will be awarded once the student pays the appropriate fees (\$50 per course) through the Enrollment Center. The credit will be posted to the student's transcript within five business days (this may take longer during peak enrollment). See Appeals Process Map below.

Cuyahoga Community College Credit for Prior Learning Appeals Process Map



3354:1-30-03.14 Credit for Prior Learning (CPL) 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 nontraditional 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 online forms with supporting rationale.
 - 2. The dean of Academic Affairs or Center of Excellence dean will confirm receipt of the faculty’s final determination of credit to be awarded. Students will receive email notification throughout the process as to the course credits to be granted.
 - 3. Students must pay required fees associated with CPL through the College Campus Enrollment Center.
 - 4. The credit will be posted to the student’s transcript by the Office of the Registrar once the fee is paid.
- C. Appeal Process
 - 1. In the event of a CPL request denial, a student has ten (10) business days from the date of the denial notification to submit the online Request of CPL Appeals Form.
 - 2. The basis of any appeal is limited to an examination of the process and exam score calculation.
 - 3. Within three (3) business days of receipt of the student’s Request of CPL Appeals Form, the dean of Academic Affairs will notify the appropriate associate dean of the student’s decision to appeal.
 - 4. Within eleven (11) business days of notification from the dean of Academic Affairs, 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 Credit for Prior Learning

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 BYP credit for learning attained through documented, valid academic and/or equivalent work experience, including professional certification licensing and completion of formal training programs. A student may request BYP credit for a specific course only once.
 - a. The College will not award BYP 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): CLEP includes general and subject specific exams in a variety of areas. The College will award CPL to students for successful completion of the 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 knowledge by successfully completing an examination in a subject area. A student may take a Challenge Exam for a particular course only once.
 - b. Faculty determine appropriate courses eligible for a Challenge Exam and the passing score the students must attain to receive credit.
5. Career-Technical Assurance Guides (CTAG): Students who successfully complete approved secondary or adult career technical programs are eligible to receive technical credit at Ohio's public institutions of higher education. To be awarded CTAG credit at the College, students must confirm that the College offers a degree program in the student's career-technical field, and the student must send appropriate documentation to the Office of the Registrar.
6. Dantes Subject Standardized Tests (DSST): DSST is a group of standardized tests developed for the voluntary education programs of the U.S. Armed Forces that have now been made available for civilian use. The civilian tests are administered through the Educational Testing Service (ETS).
7. Industry-Recognized Transfer Assurance Guides (ITAG): ITAG is a statewide transfer initiative that guarantees the award of college-level credit to students earning agreed upon industry recognized credentials. For more information on recognized credentials and the process to receive credit, see the Tri-C CPL webpage.
8. International Baccalaureate Diploma Program (IB) Credit: The College may award IB credit if a student has earned qualifying scores. Qualifying scores are referenced on the CPL webpage.
9. Military Training Credit (MC): The College may award CPL for training a student received while serving as a member of the armed forces. The College awards credit based on recommendations of the ACE publication, "American Council on Education's Guide to Evaluation of Educational Experiences in the Armed Forces."
10. Military Assurance Guides (MTAG): Students who successfully complete approved military programs are eligible to receive credit at Ohio's public institutions of higher education.
11. 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's National Guide to Educational Credit for Training Programs."
12. Technical Preparation Credit (TPC): Students may earn CPL if they have completed the Tech Prep program and graduated high school. See the Tri-C CPL webpage for additional information.

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: Feb. 1, 2023

Procedure Amplifies: 3354:01-30-03

Cuyahoga
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