



Policies and Procedures

Salina Area Technical College

2562 Centennial Rd

Salina, KS 67401

Area: Instruction

Policy Name: Credit for Prior Learning

Policy Statement: Salina Area Technical College recognizes the validity of prior learning. Credit for Prior Learning (CPL) – A comprehensive term used to describe credit awarded for learning gained outside a traditional postsecondary academic environment. “Prior Learning Assessment” (PLA) is also used to describe CPL. CPL involves the evaluation and assessment of an individual’s learning obtained through activities such as working, participating in employer training programs, serving in the military, studying independently, completing advanced secondary level coursework, studying open source coursework, volunteering, or doing community service. CPL may take the form of postsecondary credit, certification, or advanced standing toward further education or training.

Procedures: Credit for Prior Learning is learning that has not been transcribed by an institution of higher learning. To encourage and to assist students to complete a degree, Salina Area Technical College may award college credit for prior learning. The following list reflects forms of CPL which will be considered for credit, CPL student resources and definitions of commonly used CPL language: Advanced Placement (AP) Exams – A series of standardized exams developed by the College Board. College credit is awarded based on exam score. The exams usually follow standardized high school courses generally recognized as being equivalent to undergraduate college courses.

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- American Council on Education (ACE) and ACE Guides – Major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- Career Pathway – Organized groupings of rigorous academic and career-related courses leading from education to employment, that identify each step, skill, educational requirement, and aptitude needed to be successful within any specific career.



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- College Level Examination Program (CLEP) Exams – Tests of college material offered by the College Board and designed to measure college-level competence achieved outside the college classroom. Course credit is given to students earning a satisfactory score on the CLEP exam indicating successful mastery of course outcomes.
- Council for Adult and Experiential Learning (CAEL) – Expert in the field of prior learning policy and practice. Publish guidelines for quality – 10 Standards for Assessing Learning (Appendix A).
- Crosswalk – A diagram illustrating various learning pathways to degree programs.
- Defense Activity for Non-Traditional Educational Support (DANTES) Subject
- Standardized Tests (DSSTs) – Examinations available for civilian and military personnel that allow a student to demonstrate proficiency of college level knowledge and skills.
- Evaluation of Local Training – Individual colleges’ program evaluations of non-collegiate instructional programs.
- Excelsior College Examination Program – (ECE) – Proficiency examinations for college credit (UEXCEL) in select subject areas and programs (ECE) offered by Excelsior College, NY. Formerly known as Regents College Exam or ACT/PEP Exams.
- Credit by Examination – An examination for a particular course that an academic program or department may utilize to give students credit for a course. A student will work directly with the individual program or department to learn about the availability of institutional course examinations. The cost of credit by examination is outlined in the College Catalog.
- International Baccalaureate Programs (IB) – An internationally accepted qualification for entry into institutions of higher education, much like the AP program. It is a demanding two-year curriculum culminating with final examinations. Credits are awarded to students who achieve a minimum score on the exams. Graduates of the IB program must demonstrate competency in languages, social studies, the experimental sciences, and mathematics. In addition, the program includes three core requirements that are included to broaden the educational experience and challenge students to apply their



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knowledge and understanding. To receive a diploma, students must achieve a minimum score of 24 out of a possible 45 points, as well as satisfactorily complete the creativity, action, and service requirements.

- Learning Counts – A resource developed by the Council on Adult and Experiential Learning (CAEL) to guide students in preparing a portfolio to demonstrate their lifelong learning and receive a transcript with college credit recommendations.
- Locally Evaluated Industry and Workplace Credit – Individually evaluated non-collegiate instructional programs, such as those for apprenticeship, certification, professional licensure, and other local workplace training that demonstrate competency required for degree or certificate programs. CPL credit may be awarded based on evaluation by trained faculty in the student's program, awarded based on recommendations in the ACE Guide, and/or awarded as part of a student's portfolio.
- Apprenticeship: Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer and labor groups, and/or employer associations.
- Certification: Certification (usually by a third-party industry group) is a designation that is obtained once the student is qualified to perform a particular task or job. Certification differs from licensure in that certification is an employment qualification and not a legal requirement for practicing a profession.
- Professional Licensure: "Permission to practice" granted by a governmental entity. Licensure is a legal status. Professional licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.
- National College Credit Recommendation Service (NCCRS) – Coordinating services based on teams of college faculty evaluators and subject matter experts who conduct extensive reviews of education and training programs offered outside of the traditional college classroom and translate them into college credit equivalencies. Education and training by corporations, unions, religious organizations, and proprietary schools have been evaluated.



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Cooperating postsecondary institutions grant college credit based on credit recommendations and in accordance with their own transfer policies.

- Portfolio Review Credit (or portfolio assessment credit) – Credit awarded as a result of review of a portfolio prepared by the student to demonstrate learning acquired outside of the classroom and that is relevant to the student's educational program. A portfolio may include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, evidence of self-directed learning, and resumes to validate equivalent learning outcomes are met. A portfolio course may be offered by the institution to assist the student in preparing a quality portfolio.
- Prior Learning Assessment (PLA) – See definition of CPL above.
- Prior Military Training Credit – College credit for military training awarded through American Council on Education (ACE) College Credit Recommendation Service or through direct evaluation of the student's military service school transcripts.
- Right Skills Now – Component of National Association of Manufacturers – Manufacturing Skills Certification System, which includes nationally portable, industry-recognized certifications combined with for-credit education programs. The education pathways are directly aligned to career pathways in manufacturing.
- Thomas Edison State College Examination Program (TECEP) – Tests for college credit offered by Thomas Edison State University, NJ.

To be awarded credit for prior learning you must meet the following requirements:

- All students seeking credit for prior learning must be enrolled at Salina Area Technical College and have declared an objective that is either an Associate of Applied Science or Technical Certificate.
- Students seeking Credit for Prior Learning must provide validated documentation stating the knowledge, skills, and/or dates of employment when experience was gained. Failure to supply such evidence will result in non-approval. If requested, students must be able to demonstrate proficiency to the designated party (ies).
- The Vice President of Instruction and a faculty content expert will review and approve or disapprove the application for Credit for Prior Learning.



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- Students must complete at least 12 credit hours at Salina Area Technical College (SATC) with a cumulative 2.0 GPA before Credit for Prior Learning will be awarded.
- Must meet graduation requirements. See college catalog or talk to your advisor.
- There is no overall cap on CPL credits. Student must meet all requirements for graduation which include 15 credit hours to be taken at SATC. The graduation requirements may add some de facto limits to CPL.
- Any questions regarding Credit for Prior Learning should be directed to the Vice President of Instruction.

Full program policies and procedures to determine Credit for Prior Learning are found in the SATC College Catalog.

Contact: Vice President of Instruction

Related Form(s):

Adopted: May 2017

Updated: