



Credit for Prior Learning

Registrar · Founders Hall · 7390 South 6th Street · Klamath Falls, OR 97603

Student Last Name	Student First Name	Student ID #
Date of Request	Degree/Cert Program	

Credit for prior learning (CPL) requirements:

- CPL may be awarded to KCC students who can demonstrate college-level learning in subject areas that KCC offers.
- Must be directly applicable to meet requirements for general education, a certificate, a degree, or electives as outlined by KCC's academic catalog.
- May not be used to meet the college residency requirement.
- Student must have earned 12 credits at KCC before CPL can be awarded.
- KCC offers two types of CPL: institutionally assessed and externally assessed; these are defined below.
 - 1) Institutionally Assessed CPL: KCC considers this type of credit to be prior experiential learning which, according to accreditation standards, shall not exceed 25% of the credits applied to a degree or certificate. Institutionally assessed CPL is awarded through the course challenge process and may include
 - examinations
 - portfolio evaluations
 - performance evaluations

Institutionally assessed CPL is awarded for active KCC courses. The course challenge fee is \$35. Not all courses can be challenged. Students who believe that they satisfy the content and outcome objectives of a current KCC course must obtain the approval of the appropriate faculty program or discipline lead to challenge the course. Students cannot challenge courses in which they are currently enrolled or that already appear on their transcripts. A course may only be challenged once. The Faculty program or discipline lead will establish the challenge measurement and assess whether a student has met the course content and outcome objectives so that credit can be awarded.

- 2) Externally Assessed CPL: According to accreditation standards, externally assessed CPL is not considered credit for prior experiential learning so it is not subject to the 25% limit on the credits applied to a degree or certificate. Externally assessed CPL is awarded for learning that has been assessed outside the traditional college setting. Examples of external assessments that may warrant the awarding of CPL include
 - industry certifications (e.g., CDA, CPR, Journeyman)
 - professional licensure
 - ACE-recommended credit for corporate courses or exams, Joint Services Transcripts (JST) coursework, or military occupations (MOS)
 - College Level Examination Program (CLEP)
 - DANTES Subject Standardized Tests (DSST)

Externally assessed CPL is awarded in subject areas that KCC offers and may include specific course numbers or elective credit in that subject area. The program or discipline lead shall recommend the amount of credit awarded. Students are responsible for providing official transcripts, score reports, certifications, or any documents required for conducting a CPL evaluation. Externally assessed CPL is transcribed in the same manner as transfer credit.

Course(s) for which student is seeking credit:

Course Number	Course Title	Credit Hours Requested	Credit Hours Granted
Type of Prior Learning: Industry Certification <input type="checkbox"/> Professional Licensure <input type="checkbox"/> Institutional Challenge Exam <input type="checkbox"/> Other Assessment <input type="checkbox"/>		Total Hours Requested: _____	Total Hours Granted: _____

Approval:

Student Signature

Date

Program Lead Signature

Printed Name

Date

Dean Signature

Printed Name

Date

Vice President of Academic Affairs Signature

Printed Name

Date

Return to Registrar

Received By: _____

Date: _____