The Credit for Prior Learning (CPL) Process

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Office of Academic Affairs
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Overview

• What is Credit for Prior Learning?
• How does the CPL process work?
  • Methods
  • Process
• Hostos PLA Committee
• CPL Data
• Questions
CUNY Policy for the Use of Credit for Prior Learning

University-wide policy for awarding credit for college level learning acquired through
1. Degree- and non-degree granting institutions;
2. University and college based continuing education programs;
3. Professional and military training;
4. Work and life experiences; and
5. Other non-collegiate opportunities for learning.

https://www.cuny.edu/academics/academic-policy/credit-prior-learning/
As outlined in the CUNY Policy for the Use of Credit for Prior Learning, the approved methods and tools for assessing prior learning may include:

A. Standardized Examinations, such as Advanced Placement, AICE, DANTES, DLPT, CLEP, IB, or UEXCEL.
B. Non-collegiate Credit Evaluators, such as ACE recommendations for the Joint Services Transcript.
C. Institutionally prepared assessments, such as departmental challenge exams.
D. Credit articulation agreements between the Hostos Division of Continuing Education and Workforce Development and the Office of Academic Affairs.
E. Evaluation of prior learning through portfolio development and assessment.

https://www.cuny.edu/academics/academic-policy/credit-prior-learning/
The Nuts and Bolts of Granting Credit for Prior Learning at Hostos

During admissions process, student may be identified as having potential prior learning experience.

Student applies

Admissions

- Application processed and student accepted
- Student presents certificate, military transcript, or sits for standardized exam

Department faculty (Subject Matter Experts) evaluate CPL request and Department Curriculum Committee votes on credit equivalency.

Dept. Pre-approved Credit Equivalency

Director of Alternative Credit Programs manages CPL process with faculty (OAA)

Matriculated students can apply for CPL by challenge exam, standardized exam, portfolio, or presenting certificate/CE transcript

Student receives credit

- Transfer Credit Evaluator identifies CUNY First code and grants credit for course
## Prior Learning Assessment Process

<table>
<thead>
<tr>
<th>Initial Inquiry:</th>
<th>Verification</th>
<th>Approval*</th>
<th>Granting Credit</th>
<th>Tracking &amp; Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student applies for credit for prior learning by:</td>
<td>Copy of Exam results or transcript</td>
<td>Most credit equivalencies for exams are pre-approved by department curriculum committees (DCCs). New exams will be evaluated and approved by DCCs</td>
<td>Credit is granted by Transfer Credit Evaluator based on rules in CUNYFirst upon admission</td>
<td>Periodic review of exam equivalencies based on changes in exam or program curriculum</td>
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<tr>
<td><strong>Standardized Exam</strong> <em>(e.g. AP, CLEP exams)</em></td>
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<tr>
<td><strong>ACE or other non-collegiate evaluators</strong> <em>(e.g. Joint service Transcript with ACE recommendations)</em></td>
<td>Copy of transcript, certification, or course materials</td>
<td>Some credit equivalencies may be pre-approved by DCCs; others may be evaluated by DCCs on case-by-case basis</td>
<td>For pre-approved equivalencies, Transfer Credit Evaluator grants credit upon admission; other recommendations require department/program approval</td>
<td>Periodic review; New recommendations may be written as CUNYFIRST rule if DCC approves</td>
</tr>
<tr>
<td><strong>Challenge Exam</strong></td>
<td>Challenge Exam result and completed form signed by chair</td>
<td>Challenge exams are pre-approved by DCCs</td>
<td>Credit is granted by Transfer Credit Evaluator based on rules in CUNYFirst upon exam completion</td>
<td>Periodic review of exam equivalencies based on changes in program curriculum.</td>
</tr>
<tr>
<td><strong>Credit Articulation Agreement</strong></td>
<td>Transcript from CEWD; External certificate and/or exam results</td>
<td>Articulation agreements outline credit equivalencies for professional certificate or credential: Pre-approved by DCCs, program chair, OAA, and/or CEWD [as applicable]</td>
<td>Credit is granted by Transfer Credit Evaluator based on rules in CUNYFirst upon admission</td>
<td>Periodic review of certificate equivalencies based on changes in certificate training and/or program curriculum</td>
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<tr>
<td><strong>Portfolio</strong></td>
<td>Portfolio evaluation by subject matter expert(s); scored based on rubric for equivalent course; departments may use PLA Portfolio Development module on Blackboard or develop their own portfolio guide for students</td>
<td>Some credit equivalencies may be pre-approved by DCCs; others may be evaluated by DCCs on case-by-case basis</td>
<td>Subject Matter Expert and department chair recommend CPL based on portfolio evaluation for courses approved by DCC; Transfer Credit Evaluator grants credit</td>
<td>Periodic review; New equivalencies may be written as CUNYFIRST rule if DCC approves</td>
</tr>
</tbody>
</table>

*All credit equivalencies approved by department curriculum committees will be presented to College-Wide Curriculum Committee and the College-wide Senate as informational items in accordance with CUNY policy on Credit for Prior Learning.
Hostos PLA Committee

- Co-chairs: Dean Babette Audant; Sam Byrd, Director of College Transition & Alternative Credit Programs--Office of Academic Affairs
- Faculty Members: Antonios Varelas; Edme Soho; Jennifer Tang; Amnie Asrat; Miriam Laskin; Chanh Phan; Simona Prives; Carl Grindley
- Provost Shiang-Kwei Wang (OAA); VP Evelyn Fernandez-Ketcham (CEWD)
- Committee updates college community with annual report of their work.
Credit for Prior Learning by Method (2018-present)

- Articulation Agreement (CEWD): 12
- Portfolio: 1
- Challenge Exam (EDU): 29
- CLEP: 11
- ACE Evaluation (JST): 0

(n=53)
Questions?