



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section *Policy 5.2.8 - Credit for Prior Learning*

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I. CREDIT FOR PRIOR LEARNING METHODS

The College may award Credit for Prior Learning (“CPL”) as designated by law and state regulations for the following prior learning methods:

1. Apprenticeship,
2. State or industry recognized credentials and continuing education to curriculum credit,
3. Courses listed in high school to community college articulation agreements,
4. Military education and training,
5. Standardized examinations,
6. Challenge and proficiency examinations,
7. Portfolio assessment, and
8. Public Safety Training (“PST”) prefix courses.

The President shall adopt Procedures in furtherance of this Policy.

II. REQUIREMENTS, ELIGIBILITY, AND TRANSFERABILITY

A. General CPL Requirements

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes as described in the College's standards for awarding credit for the corresponding curriculum course.

The College shall award CPL in a manner consistent with State Board regulations, including but not limited to the following requirements:

- The College only awards curriculum CPL that is directly applicable to a student's declared curriculum program of study.
- CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.
- CPL may be used to fulfill program requirements except for mandatory institutional requirements. Examples include, but are not limited to, requirements of external agencies that specifically prohibited the use of CPL to fulfill the program requirements.
- CPL cannot be used to satisfy the college's institutional credit requirements, which prescribes the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential.
- No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.
- Any CPL awarded by the college shall be reflected in the student's records by the College's Registrar Office without quality points assigned, except for allowances for graded military credit as described in Section VI of this Policy.
- Course Credit CPL standards approved by the CCRC shall be considered for transfer to the College from any college in the North Carolina Community College System.

B. Individual Student Eligibility

To be eligible to receive CPL, students must meet all of the following criteria:

1. Meet all admission requirements for their program of study,
2. Be enrolled in a curriculum program to which the credit will directly apply, and
3. Request a prior learning assessment consistent with Procedure 5.2.9.1 - Prior Learning Assessment and provide all documentation by the required deadlines.

C. Transferability of CPL to UNC System

It is possible that CPL from Section I(1), (2), (3), (6), (7), or (8) may not be transferable to UNC System constituent institutions. Furthermore, UNC System SBCC institutions may request documentation to determine potential course credit. Students should consult a UNC System transfer advisor before using CPL sources to attain credit at the College.

III. CREDIT THROUGH APPRENTICESHIP

The College shall award CPL based on statewide articulation as approved by the North Carolina Community College System's Curriculum Course Review Committee (CCRC) for related instruction provided by external entities for registered apprenticeship programs. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

Work-based learning ("WBL") course credit may be granted for the experiential portion of a Registered Apprenticeship. Documentation including completed time on task shall be provided through an Apprenticeship Agreement and shall constitute the documentary requirements of a WBL experience.

IV. CREDIT THROUGH CERTIFICATION, LICENSURES, AND CONTINUING EDUCATION TO CURRICULUM CREDIT

The College shall award CPL for successful completion of state or industry recognized credentials consistent with the CPL standards approved by the CCRC.

V. HIGH SCHOOL TO COMMUNITY COLLEGE ARTICULATION AGREEMENT CREDITS

North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit.

VI. MILITARY EDUCATION AND TRAINING

Servicemembers and veterans may be awarded college credit for service schools they have attended. CPL for service schools attended shall be based on standards adopted by the appropriate Military Prior Learning Academic Panel as established between the North Carolina Community College System and the University of North Carolina System Office.

VII. STANDARDIZED EXAMINATIONS

The College may award CPL credit for the following standardized examinations:

- **College Board Advanced Placement Program ("AP")** - College course credit will be granted to students who pass the AP examinations with a score of three, four, or five as approved by the CCRC.
- **Cambridge Assessment International Education** - College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
- **College-Level Examination Program ("CLEP")** - College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.

- **DANTES Subject Standardized Tests** - College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
- **International Baccalaureate Diploma Programme** - College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

VIII. REQUESTING CHALLENGE & PROFICIENCY EXAMINATIONS

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge or proficiency examination for a course.

Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this Policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge or proficiency examinations.

IX. PORTFOLIO ASSESSMENT PROCESS

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is “a formal communication” presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

X. CREDIT THROUGH PUBLIC SAFETY TRAINING PREFIX COURSES

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training or credentials. Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library. Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

XI. CREDIT FOR PRIOR LEARNING TO BE LOCALLY DETERMINED

The State Board has granted colleges the autonomy to evaluate and award CPL for any of the categories contained herein. In accordance with this autonomy, the President may adopt procedures for the evaluation and awarding of CPL beyond those equivalencies approved by the North Carolina Community Colleges System and not otherwise inconsistent with State Board Code.

REFERENCES

Statutory References	N.C.G.S. § 115D-5
Regulatory References	SBCCC Title 1 Chapter D Subchapter 800, 4A SBCCC 100.1, 4B SBCCC 100.1
Relevant Guidance	None
Policy Manual Cross-References	Referenced by: • Policy 5.1.2 - Acceptance of Transfer Students & Transfer Credits

POLICY HISTORY

February 4, 2026	Adopted.
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