


PROCEDURE MANUAL

 <p>LOUISIANA DELTA COMMUNITY COLLEGE</p>		Procedure ES_108	
		Page 1 of 2	
		Last Revision Date: 02/19/2015	
		Effective Date: 01/08	
Section		Subject	Title: Credit for Prior Learning

PURPOSE: Credit for Prior Learning (CPL) is a process that enables learners to demonstrate what they have learned and translate that learning into college credit. Louisiana Delta Community College (LDCC) awards credit for non-traditional learning based on results of national tests such as CLEP, AP, DSST, and other extra-institutional examination programs; the institution’s faculty-developed credit by examinations; military training and industry-based certifications, and others as approved by the College’s Vice Chancellor of Academic Affairs.

LDCC follows the **LCTCS policy 1.023 LCTCS Policy on Non-Traditional Credit** - This policy allows non-traditional credit for, but not limited to, CLEP, AP, DANTEs, and other extra-institutional examination programs; the institution’s faculty-developed credit by examinations; credit for past learning and/or life experiences; military and industry-based training; and others as approved by the institution’s chief academic officer.

Credit for Prior Learning Procedure

- No more than 25% of the total hours applicable toward the attainment of a degree or certificate may be awarded through CPL. Graduates from LDCC curricula must complete a minimum of 25% of the semester hours required for the degree through instruction at LDCC. Exceptions may be approved by the Academic Dean and Vice Chancellor of Academic Affairs.
- CPL credits satisfy prerequisite requirements in the same manner that their course equivalencies do at the institution.
- All CPL must be awarded before the semester prior to graduation
- A student may not apply for CPL for a course that he/she is currently enrolled in, for a course that they have previously taken with a failing grade, or for a course in which he/she has audited.
- For credit for prior learning in which a grade is not awarded, a “CR” for credit is recorded on the student’s transcript.
- LDCC accepts credit for prior learning credits that have been awarded by other regionally accredited institutions as per the college’s Transfer Policy. These credits have the same limitations in their use in meeting graduation requirements as do prior learning credits earned at LDCC and will be used in computing the total hours of credit for prior learning for which a student is eligible.
- A student who intends to use credit for prior learning in a course in which a grade has not been awarded to meet degree requirements at another institution should check the requirements of the receiving institution.

- Students who have taken a College Board Advanced Placement Credit Examination must have scored at least a 3 or 4 (dependent upon the credit they are seeking) to receive appropriate course credit. The student must request that an official transcript from the College Board be sent to the College Registrar. Advanced Placement scores are valid for 3 years from original test date. When advanced Placement Credit is considered for placement purposes, the placement decision is made by the Dean.
- Requisite criteria for evaluation for Professional Certification Credit are determined by the Dean in partnership with department faculty.
- A student who has not earned college-level credit in a subject area may take a Placement Examination (CLEP, DSST, or AP) for courses offered by LDCC.
- To apply for Placement Credit or Military Training and Experience Credit, the student must be eligible for admission to LDCC as a student.
- Course credit hours earned by Advanced Placement, Military Training and Experience Credit, Professional Certification, or Credit by Exam are awarded and recorded by the College Registrar. Credit hours earned are assigned a “CR” grade for credit. No quality points are earned and such credit does not enter into grade point average determination.
- Enrolled students in good academic standing must be pursuing an LDCC credential to apply for Credit by Examination, or Professional Certification Credit.
- Students may only apply for Credit by Examination or Professional Certification Credit for courses directly applicable to curriculum requirements in the student’s declared certificate or degree program.
- A student may apply for Credit by Examination only one time for the same course.
- To award a grade for Credit by Examination, the appropriate faculty in coordination with their Division Chairs will develop a matrix or rubric that clearly identifies the published course learning outcomes and techniques for assessing mastery at the 100, 90, 80, and 70% levels. This rubric or matrix will be affirmed by the Vice Chancellor of Academic Affairs and the Dean.
- All work assessed by Credit by Examination must meet a minimum of “C” level proficiency for all the course learning outcomes and/or technical competencies. This “C” level must be determined by the faculty to maintain academic integrity and rigor.

DEFINITIONS OF TYPES OF CREDIT FOR PRIOR LEARNING AWARDED BY LOUISIANA DELTA COMMUNITY COLLEGE

- (1) **Advanced Placement Credit** – Advanced Placement Credit refers to college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses. Types of Advanced Placement Examinations accepted by the college are:

College Level Examination Program (CLEP) - CLEP assesses proficiency in general education through 33 tests in five subject areas including mathematics, writing, communications, and science. Most CLEP examinations cover lower level and introductory knowledge in these subject areas.

DSST - DSST examinations test knowledge in both lower- and upper-level college material through 38 tests in six subject areas.

Advanced Placement (AP) - Advanced Placement (AP) exams are a series of examinations developed by the College Board for Advanced Placement High School classes in 19 subject areas. Students who

have taken a College Board AP Credit Examination must have scored at least a 3 or 4 (dependent upon the credit they are seeking) to receive appropriate course credit.

(2) Military Training and Experience Credit

Students who have achieved military education and training credit may apply for acceptance of these credits toward the appropriate degree. Students must be able to provide a DD Form 295 and DD Form 214 (where applicable) to apply for Military Training and Experience Credit.

(3) Professional Certification Credit (Industry Based Certification – IBC)

For courses in which professional certifications are utilized as an assessment tool, students may receive college credit for a course based on possessing such professional certifications. To receive credit, the student must provide the college with the appropriate documentation to validate the IBC. The IBC must have been received within the past 3 years.

(4) Credit by Examination (CBE)

Students who believe he/she is qualified for college credit through experience, previous training, or noncredit coursework may request a credit by examination. This examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the addition of a skills component where applicable. Both written and skills testing may be required to insure “course rigor” is maintained and achieved.

Students desiring credit for course work in any of the above manners must request a Credit for Prior Learning (CPL) form from the Registrar’s office or print a CPL form from the ladelta.edu website. The form will include applicable fees and procedures necessary for receiving credit for prior learning.

Credit Awarded Based on ACT/SAT Scores

College credit will be awarded to students who earn appropriate scores on the ACT/SAT in English and Math.

Credit will be awarded for English 101 to students who meet the following minimum criteria for ACT or SAT scores earned in a single test:

English 101

- An ACT English score of 28 or above and an ACT Composite score of 25
- An SAT Verbal score of 630 plus a combined SAT Verbal and SAT Math total score of 1130

Credit will be awarded for Math 110 to students who meet the following minimum criteria for ACT or SAT scores earned in a single test:

MATH 110

- An ACT Math score of 26 or higher
- An SAT Math score of 600 or higher

Credit is awarded only for official scores sent directly to Delta from the testing company.

Credit Awarded Based on Advanced Placement Test Scores

College credit will be awarded to students who earn appropriate scores on the College Board Advanced Placement Test.

Advanced Placement Exam Credit			
AP Exam	Minimum Score	Delta Equivalent	Semester Hours
Biology	3	Biology 101/102/103/104	8
Chemistry	3	Chemistry 110/120	6
Economics: Macro	3	Economics 201	3
Economics: Micro	3	Economics 202	3
English Literature & Composition or English Language & Composition	3	English 101/102	3
French Language	3	Foreign Language Substitution	6
Government & Politics, US	3	Political Science 110	3
History, U.S.	3	History 201 or 202	3
History, U.S.	4	History 201 & 202	6
Physics B or Physics C	3	Physics 210	3
Physics B or Physics C	4	Physics 210 & 220	6
Psychology	3	Psychology 201	3
Spanish Language	3	Spanish 101/102	6
Statistics	3	Math 210	3
World History	3	History 101	3
World History	4	History 101/102	6

Credit is awarded only for official scores sent directly to Delta from the testing company.

CLEP Credit

Louisiana Delta Community College awards credit through CLEP (College Level Examination Program) in accordance with the score equivalencies recommended by the American Council on Education. The grade of "CR" will be assigned to all course work completed through CLEP. Credit will be awarded as indicated on the chart below.

CLEP SUBJECT	MIN. SCORE	DELTA COURSE EQUIVALENT	CREDIT HOURS
Business			
Financial Accounting	50	ACCT 201	3
Information Systems and Computer Applications	50	CINS 101	3

Introductory Business Law	50	BUSN 231	3
Principals of Management	50	BUSN 210	3
Principals of Marketing	50	BUSN 201	3
Composition and Literature			
American Literature	50	ENGL 203/ENGL 204	6
Analyzing and Interpreting Literature	50	ENGL 205/ENGL 206	6
English Literature	50	ENGL 201/ENGL 202	6
Freshman College Composition	50	ENGL 101	3
Foreign Language			
French Language, Level 1	50	FOREIGN LANG Substitution	6
Spanish Language, Level 2	50	SPAN 101/SPAN 102	6
History and Social Science			
American Government	50	POLI 110	3
History of the United States, Early Colonization to 1877	50	HIST 201	3
History of the United States, 1855 to the Present	50	HIST 202	3
Human Growth and Development	50	PSYC 226	3
Introduction to Educational Psychology	50	PSYC 201	3
Introduction to Sociology	50	SOCL 201	3
Principals of Macroeconomics	50	ECON 201	3
Principals of Microeconomics	50	ECON 202	3
Western Civilization I, Ancient Near East to 1648	50	HIST 101	3
Western Civilization II, 1648 to Present	50	HIST 102	3
Science and Mathematics			
Biology	50	BIOL 101/BIOL 102	4
Chemistry	50	CHEM 110/CHEM 120	6
College Algebra	50	MATH 110	3

Credit by Examination (Challenge Examinations)

Credit by examination is available for select courses. A student with prior occupational or educational experience may earn credit for courses in certain Louisiana Delta Community College courses which are in the student's degree, certificate or TCA program. A challenge examination is given to students who wish to seek credit for a course through a procedure other than normal class instruction or transfer of credit from another post-secondary institution. Challenge examinations will be given only in exceptional situations when a student meets eligibility requirements. Not all courses are eligible for challenge exam. Students are encouraged to consider CLEP subject exams.

1. The student must complete an Application for a Challenge Examination in the Enrollment Services office.
2. The application requires documentation of the previous education or work experience, denoting the preparation for the course to be challenged.
3. Once reviewed, the Registrar forwards the application to the appropriate academic supervisor for evaluation of request.
4. The academic supervisor determines if credit for the course may be obtained by challenge examination, and notes decision on the application.
5. If approved, the academic supervisor will notify the student. The student must confirm agreement of the prescribed challenge exam and pay a non-refundable examination/transcription fee.
6. Upon completion of the prescribed challenge exam, the material will be evaluated.
7. The Registrar will notify the student of the status of the challenge in a Challenge Exam Report. If the student is successful, the final result will be posted to the student's transcript.

Regulations governing the challenge examinations:

1. Challenge credit is available only to students admitted to and enrolled as a student at Delta.
2. A student will not be permitted to take a challenge examination if the student has:
 - a. Audited course
 - b. Taken the course previously
 - c. Received credit for a higher course in a series or sequence
 - d. Previously challenged the course through challenge examination
3. A passing grade for a challenge will appear on the transcript as "CR" for pass credit. Credit earned through challenge examinations is not used in the computation of the student's attempted hours, quality points, or cumulative GPA, but may be counted as credit toward the degree for graduation.
4. Requests for challenge examination must be received by the end of the second week of the semester. Examination is taken after payment is received and completed by the end of the fourth week of the semester, unless otherwise approved by the Registrar.