



## *HLC Accreditation Evidence*

URL:

<https://www.bartonccc.edu/enrollment/enrollmentservices/info>

Title: Credit for Prior Learning

Office of Origin: Vice President of Student Services

Contact:

- Registrar



# **BARTON**

**COMMUNITY COLLEGE**



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## Classification of Students

### Freshman

Students are classified as freshmen through the completion of 31 hours.

### Sophomore

A student with 32 or more hours is classified as a sophomore.

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## Credit for Prior Learning

Credit for Prior Learning is 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. Postsecondary level credit is the optimal outcome.

The Kansas Board of Regents advocates appropriate use of CPL for its benefits to students, institutions, and the state. CPL recognizes the credit-worthy education and training that takes place outside of traditional educational pathways and offers students the opportunity to apply that training and education toward obtaining a postsecondary credential.

All CPL credit awarded at Barton is not guaranteed transferability to any other institution.

Barton offers the following CPL credit:

- Credit by Examination - The intent of credit by examination is to offer a method for students to demonstrate previously mastered competencies and to assist students in completion of the educational goals. Credit earned will be placed on the student's academic transcript at Barton. A student must request official CLEP and AP score reports and submit to the Enrollment Services Office. As of July 1, 2017 and in accordance with Kansas Board of Regents institutions, Barton will award credit for the equivalent Barton course(s), for all CLEP exam scores at or above the American Council of Education's (ACE) credit-granting recommended score of fifty (50).
- Credit for Military Training - Students in the military can request to have their military experiences and training evaluated by providing the school a Joint Service Transcript (JST). Students can request to have JST forwarded to Barton for evaluation. Please note, before an evaluation can be completed, the student must have passed at least one course with Barton. Military students will also need the following documents: most up-to-date copy of student's Enlisted Record Brief (ERB) or DD214 (for individuals who are no longer in the military). Students can also bring any applicable certificates that they would like to be evaluated for college credit that are not listed on their JST or ERB. Soldiers can request to have their military evaluation re-evaluated once every six months.
- Credit for Military Alignment - Collaborative on Military Credit has been working to evaluate and award credit for military training. Refer to the Kansas Board of Regents website <https://kansasregents.org> for additional information.
- Industry/Workplace Credit - Credit from seminars and certificates of completion will be evaluated only upon student request and only if the student is a degree-seeking student and majoring in the field to which the credit pertains. Students submit the certificates and/or documentation to the appropriate Program Director for review. This can include certifications and professional licensure.
- Apprenticeship - 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

- Portfolio Review - Postsecondary credit is 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
- Career Pathway - Organized groupings of rigorous academic and career related secondary courses taught by secondary faculty, leading from education to employment, that identify each step, skill, educational requirement and aptitude needed to be successful within a specific career. Post-secondary credit is awarded based on faculty evaluation (at post-secondary level) of the secondary course or group of courses whose outcomes are considered equivalent to those of a post-secondary level course. (The process usually results in articulation agreements between a secondary and a post-secondary institution.
- Foreign College Credit – Students requesting foreign credit are required to submit an official course-by-course evaluation of the credit. Barton recommends using [www.wes.org](http://www.wes.org) for the evaluation. Credit is awarded for lower division courses that are equivalent to a Barton course only.

#### CPL Requirements:

- CPL credit must be equivalent to Barton Community College courses and apply to the degree sought.
- Courses recorded as CPL credit do not count towards the required Barton residency 15 hours.
- CPL credit is recorded as a grade of "P" for Pass credit and will not count in the grade point calculations.

- CPL credit cannot be used to meet the enrollment requirement for federally funded financial aid programs.

## Grading System

Grade		Grade Points Per Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average, passing	1
F	Failing	0
XF	Violation of Academic Integrity and Failing	0

P	Pass-Credit only	not computed in cumulative grade point average*
I	Incomplete	no credit**
W	Withdrawn	no grade computed, no credit***
AU	Audit	no grade computed, no credit****
CL	Academic Clemency	no grade computed, no credit*****

\*Certain courses may be offered in which you are graded only as having passed or failed. The courses are added to your credit hour total but are not included in the grade point average.

\*\*An incomplete "I" is a temporary grade, agreed upon by the instructor, and awarded to a student that is unable to complete course requirements by the end of the academic term. [Incomplete Grade Information](#)

\*\*\*Your withdrawal from courses through the 20th day of classes in both the fall and spring semester and through the 10th day of classes in the summer session will not be recorded on a transcript. After the 20th day of classes in the fall and spring semesters and after the 10th day of classes in the summer session, a "W" will be recorded for courses withdrawn from officially. After the final drop date published each semester, official class withdrawals will not be processed.

\*\*\*\*You may audit a class by enrolling in the class and paying the current audit fee per credit hour. You must declare that

you are auditing the class with the Office of Enrollment Services at the College prior to the beginning of the semester.

\*\*\*\*\*If you have gone through the academic clemency appeal process and have been awarded clemency for certain courses, your initial grade will be changed to a "CL." The "CL" grade will not average into your GPA.

**Special Note:**

A student may retake a course to improve the grade only if the course is not designated as repeatable in the master course list. The repeat grade will be used to determine the student's grade point average regardless of whether it is higher or lower than the original grade. The original grade and credit are not counted, although they remain on the transcript. Before retaking a course, students should check with their advisor to determine whether the course can be repeated for the purpose of improving the grade.

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