

*Garden City Community College*

# **CREDIT FOR PRIOR LEARNING**

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## **POLICIES AND PROCEDURES**



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**April 2018**

# **Garden City Community College Policies and Procedures Guide for Credit for Prior Learning (CPL)**

This Garden City Community College (GCCC) Credit for Prior Learning (CPL) guide is intended for use by faculty, advisors and staff who are assisting students through a process of validating prior learning that has been gained outside of a traditional academic environment through work and life experiences.

Validations for CPL may be derived from a variety of sources:

- Transfer Credit
- Credit by Exam
  - Advanced Placement (AP)
  - College Level Examination Programs (CLEP)
  - Departmental Examinations
- American Council of Education (ACE) Guides
  - Military Service/Training Evaluations
- Program/certificate waivers, substitutions, or equivalences
- Individual growth (learning) based on workplace experience

Garden City Community College advocates the use of Credit for Prior Learning that is awarded only for equivalencies to learning objectives/outcomes, and not solely based on time or experience. Credit must be appropriate to the context in which it will be awarded and accepted, both internally at GCCC and externally as this credit will be posted on the GCCC transcript.

GCCC's Credit for Prior Learning policies are in compliance with the criteria of accreditation through the Higher Learning Commission, the Kansas Boards of Regents, state statues, and the Kansas Credit for Prior Learning (CPL) Guidelines. This can be found via the following link: [https://www.kansasregents.org/resources/PDF/Academic\\_Affairs/2016\\_Kansas\\_Credit\\_for\\_Prior\\_Learning\\_Guidelines.pdf](https://www.kansasregents.org/resources/PDF/Academic_Affairs/2016_Kansas_Credit_for_Prior_Learning_Guidelines.pdf).

This guide is intended as an informational guide (with appropriate forms) to assist those who are assisting our students with documentation or prior learning opportunities. Thank you for your interest in how to assess prior learning possibilities.

Regards,



Ryan J. Ruda  
Vice President for Instruction and Student Services  
Chief Academic Officer

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## **Purpose of Credit for Prior Learning (CPL)**

The Kansas Board of Regents is committed to fostering an educated and skilled workforce, an essential component for economic prosperity for the state, its communities and individuals. The purpose of this guidebook is to outline how the postsecondary-level knowledge and skills gained through work and life experiences, such as employer and military training programs, industry certifications, non-credit postsecondary-level courses, and civic or volunteer experiences are awarded at Garden City Community College (GCCC). CPL encompasses both credit for prior learning and advanced standing for prior learning. Obtaining credit for prior learning is the optimal outcome of a prior learning assessment. Credit for Prior Learning can expedite adults' completion of postsecondary education programs by evaluating an individual's existing knowledge and competencies and awarding college credit as appropriate.

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.

## **Quality Credits that Apply to Degrees/Certificates**

Credits awarded for prior learning are documented, evaluated, and appropriate for the level of degree awarded and in full compliance with the criteria and standards of the Higher Learning Commission. Academic credit will be awarded only for degree seeking students who have enrolled at GCCC and:

- A. For courses directly applicable to curriculum requirements. Changing majors may result in reassessment of previously awarded CPL.
- B. CPL shall be applied and used as the course credit equivalencies.
- C. CPL shall apply toward general education requirements and major/electives that count toward the degree or program certificate being sought in the same manner as traditional courses.
- D. CPL shall satisfy prerequisite requirements in the same manner as course equivalencies at the institution.

## **Assessment Standards and Guidelines for CPL**

1. All prior learning should be evaluated as early as possible.
2. CPL awards advance the student towards degree or program completion.\*\*
3. The same content/curriculum cannot be awarded in more than one area.
4. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.\*
5. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.\*
6. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.\*
7. CPL is awarded for college level learning that is equivalent to learning objectives or outcomes in college courses and not based solely on time or experience.\*\*
8. Awarding of with policy across the institution.
9. If awards are for credit, transcript entries should be clearly recognized and should be

- monitored to avoid giving credit twice for the same learning\*
10. Fees for CPL credits awarded are minimal and only applied as indicated in the included policies. Course fees and transcription fees are not collected for CPL credits.
  11. The number of CPL credits awarded (where not indicated in policy) is assessed and aligned with Graduation Requirements and a maximum of 30 credit hours may be accepted. Please refer to the “Advanced Standing Credit” section in the College academic catalog.
  12. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.\*
  13. If a student has questions about how CPL has been applied they should contact the Records Office.
  14. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for quality practices in the functions they perform.\*
  15. Assessment programs are regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment.\*
  16. Data tracking of CPL will include the course identifiers and description of the articulated course, semester (term) for which the credit is applied, credit hours awarded, and the actual date awarded by the institution.

\*Fiddler, M., Marienau, C., Whitaker, U. *Assessing Learning: Standards, Principles, and Procedures 2<sup>nd</sup>*. Chicago: Kendall Hunt Publishing Company, 2006.

\*\*The Kansas Board of Regents, *Credit for Prior Learning: Best Practices for Kansas Public Institutions*. June 2014.

## Transfer Credit for Prior Learning

- **Disclaimer:** Students need to be aware that while Garden City Community College will accept transfer credit as listed below. Other institutions may have different policies. Therefore, students should check with the institution they plan to attend for its specific policy. The granting of credit by GCCC does not guarantee transferability to any other institution.

## Credit for Regionally Accredited Institutions

- All transfer credit will be converted to the semester hour system.
- All credits earned with a grade of "F" or higher and deemed to be above remedial level will be transferred and calculated into the student's cumulative GPA at Garden City Community College.
- Transfer credits will be accepted from colleges and universities starting from the year they are accredited or hold candidacy status by a regional accrediting agency recognized by Garden City Community College. The following regional accrediting agencies are recognized by GCCC:
  - North Central Association of Colleges and Universities, The Higher Learning Commission (NCA-HLC)
  - Middle States Association of Colleges and Schools, Commission on Higher Education (MSA-CHE)
  - New England Association of Schools and Colleges, Commission on Institutions of Higher Education (NEASC-CIHE)
  - Northwest Commission of Colleges and Universities (NWCCU)
  - Southern Association of Colleges and Schools, Commission on Colleges (SACS)
  - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)
  - Other institutions approved with official documentation by GCCC
- Approved Kansas Board of Regents (KBOR) aligned courses/programs are accepted in entirety.
- The granting of transfer credit by GCCC does not guarantee transferability to any other institution.

## Procedures for Credit for Regionally Accredited Institutions

- Student requests official transcripts from all previously attended post-secondary institutions be sent directly to the GCCC Admission Office in accordance with official guidelines (<https://www.gcccks.edu/admission/studenttypes/transfer/>).
- Once all official documents have been received the Records Office reviews the transcripts for transferability and posts it to the official GCCC transcript.
- For Kansas colleges and universities, please review the current course equivalencies at the KSRN Systemwide Transfer Course Matrix at [http://www.kansasregents.org/transfer\\_articulation](http://www.kansasregents.org/transfer_articulation).
- Courses that have not yet been evaluated will be reviewed based on course content, course credit hours and date course was taken.
- Additional information, such as course description and course syllabi, may be required.

## **Credit for Collegiate Non-Accredited Institutions**

- Credits from post-secondary institutions not accredited by a regional accrediting association may be accepted for evaluation and possible transfer of credit at the student's request.
- The granting of this credit by GCCC does not guarantee transferability to any other institution.

## **Procedures for Credit for Collegiate Non-Accredited Institutions**

- Student requests official transcripts from all previously attended postsecondary institutions be sent directly to the GCCC Admissions Office in accordance with official guidelines.
- Records Office receives and holds any transcripts from a body that we do not recognize as accredited.
- Upon student request, the Records Office submits to the appropriate Administration the *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* and supporting documentation.
- The appropriate administrator reviews supporting documentation and indicate any credit GCCC awards. It is then sent to the Vice President for Instruction and Student Service.
- The Vice President reviews and signs the form as acceptance of the award and forwards it to the Registrar. Awards are posted to the transcript. If not accepted the form is returned to the approved administrator for student notification.

## **Credit for International Institutions**

- Garden City Community College accepts international course work evaluated by World Education Services (<https://www.wes.org/>) or International Education Services (<http://ies.aacrao.org/>). If you elect to use this process, choose the course-by-course evaluation and request that the evaluating company send a copy of its evaluation directly to Garden City Community College-Records Office. The appropriate administrator at Garden City Community College will then use the evaluation to determine which courses will be accepted to fulfill associate degree requirements.
- The granting of transfer credit by GCCC does not guarantee transferability to any other institution.

## **Procedures for Credit for International Institutions**

- Student requests official transcripts from all previously attended postsecondary institutions be sent directly to the GCCC Admissions Office in accordance with official guidelines (<https://www.gcccks.edu/admission/studenttypes/transfer/>). Fees for international transcripts are the student's responsibility.
- Records Office receives and holds any transcripts from a body that we do not recognize as accredited.

- Upon student request the Records Office submits to the appropriate approval administrator, the *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* and supporting documentation.
- The appropriate administrator reviews supporting documentation and indicate GCCC award. It is then sent to the Vice President for Instruction and Student Services.
- The Vice President reviews and signs the form as acceptance of the award and forwards it to the Registrar. Awards are posted to the transcript. If not accepted the form is returned to the approved administrator for student notification.

### **Credit for Military Training or Non-Collegiate Education**

- Students may earn college credit for education for non-collegiate educational experiences or armed services training.
- Credit is awarded based on the recommendations in the American Council on Education Guide and approval by the approved administrator where credit is requested.
- The granting of this credit by GCCC does not guarantee transferability to any other institution.

### **Procedure Credit for Military Training or Non-Collegiate Education**

- Student submits their educational experiences to American Council on Education (ACE).
- American Council on Education (ACE) – Major coordinating body for higher education institutions in the U.S., providing leadership on third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- The College receives ACE documentation at the student's request. The Records Office then submits the ACE evaluation and *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* to the appropriate administrator.
- Military transcripts (for Army, Coast Guard, Marine Corps, Navy) may be requested through Joint Services (<https://jst.doded.mil/official.html>).
- The appropriate administrator reviews supporting documentation and indicates GCCC award. It is then sent to the Vice President for Instruction and Student Services.
- The Vice President reviews and signs the form as acceptance of the award and forwards to the Registrar and it posted to the transcript. If not accepted the form is returned to the appropriate administrator for student notification.



### **Credit for Recognized Credentials and/or Seminars**

- 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 request pertains.
- If the requirements listed above are met, and if credit is awarded, the credit will be applied to the student transcript after the start of the first semester of coursework at GCCC.
- The granting of this credit by GCCC does not guarantee transferability to any other institution.

### **Procedure Credit for Recognized Credentials and/or Seminars**

- Student submits the certificate and/or documentation to the appropriate Administrator for review.
- The appropriate Administrator reviews supporting documentation for equivalency in content and length. Upon equivalency, the approved administrator completes the *Credit for Prior Learning from Recognized Credentials and/or Seminars* form and forwards the form and supporting documentation to the Vice President.
- The Vice President reviews and signs the form as acceptance of the award and forwards the documentation to the Registrar and it is posted to the transcript. If not accepted, the form is returned to the approved administrator for student notification.

### **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 educational goals at GCCC.
- Credit awarded by examination at GCCC may not transfer to other post-secondary institutions.
- GCCC does not accept credit awarded by departmental examination from other post-secondary institutions.
- Students may earn college credit by attaining qualifying scores on the College Level Examination Program (CLEP), the Advanced Placement (AP) exams administered by the College Entrance Examination Board and GCCC Departmental Exams.
- Credit earned by examination will be placed on the student's GCCC transcript after the student has earned 12 credits from GCCC.
- Grades as noted below will be placed on the transcript ("CR" grades will not be included in calculating grade point average). The credit will count toward a degree at GCCC.
  - CLEP Credit: Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP). Scores of 5 will equate to an "A", 4 to a "B" and 3 to "CR" on the student's transcript.

- AP Credit: Credit will be granted students presenting scores at or above 55% on the College Level Examination Program (CLEP) Subject Examinations. These scores will equate to a “CR” on the student’s transcript.

### **College Level Examination Program (CLEP)**

- CLEP is a series of national standardized examinations that allow students to show their knowledge in a wide range of subject areas. College credit is awarded for attaining certain scores on selected CLEP examinations. For more information about taking CLEP examinations, visit the CLEP website at <http://www.collegeboard.com/student/testing/clep/about.html> or contact the Garden City Community College Assessment Center at 620-276-9654.

### **Advanced Placement Examinations (AP)**

- AP refers specifically to courses offered in some high schools which are constructed and coordinated under the supervision of the College Entrance Examination Board. Before entering college, the student takes the examination, which is scored by Educational Testing Service. Students must request their official transcript of AP scores be mailed to the GCCC Registrar.

### **Procedure for Credit by Exam (CLEP or AP)**

- The student requests official CLEP/AP transcripts be sent directly to the GCCC Records Office.
  - CLEP Credit: Credit will be granted for students presenting scores of 3, 4 or 5 on the College Entrance Examination Board Advanced Placement Tests (CEEB-AP). Scores of 5 will equate to an “A”, 4 to a “B” and 3 to “CR” on the student’s transcript.
  - AP Credit: Credit will be granted students presenting scores at or above 55% on the College Level Examination Program (CLEP) Subject Examinations. These scores will equate to a “CR” on the student’s transcript.

### **Departmental Examination**

- Students may earn credit for GCCC courses by passing an examination given by the appropriate GCCC Department.
- To qualify to take a departmental exam, the student must be currently enrolled at GCCC.
- Credit by departmental examination will not be awarded to students of high school standing.
- GCCC does not accept credit awarded by departmental examination from other institutions.
- The student must first verify with the appropriate GCCC Department/Program that the course is subject to credit by departmental examination.
- The student will work with the department’s representative to complete the *Procedure Checklist* and *Approval Form for Credit by Departmental Examination*. A student applying for credit by departmental examination must show acceptable background qualifications as determined by the GCCC Department/Program.

- The student must pay the Credit by Departmental Examination (comprehensive course challenge examination) non-refundable fee. Costs for awarded credit will be equivalent to the tuition rate assessed for actual class enrollment. The examination will not be administered until payment is received and verified.
- If the student passes the examination with a grade of “C” or better, the division director and vice president will forward that information and credit recommendation to the Registrar. After completion of 12 GCCC credit hours and payment of the assessed fee, the course will be listed on the student’s transcript with a grade of “CR”.

### **Procedure Credit by Departmental Examination**

- Contact advisor or program coordinator to confirm a departmental exam is available. The course(s) that qualify for credit by departmental examination have been preselected within the department.
- Student and departmental exam instructor fill out the *Approval Form for Credit by Departmental Examination (see Appendix)* form and determine eligibility.
- Pay Business Office the Credit by Departmental Examination fee.
- Student schedules time and date to take the common departmental course exam and instructor verifies payment.
- Upon completion of the exam the instructor indicates credit or no credit, signs the form, and forwards it to the Department Chairperson that the course resides with.
- Department Chairperson signs form and sends it to the Registrar.
- Course grade is placed on the transcript after the start of the first semester at Garden City Community College.
- If the student passes the examination with a grade of “C” or better, the division director and vice president will forward that information and credit recommendation to the Registrar. After completion of 12 GCCC credit hours and payment of the assessed fee, the course will be listed on the student’s transcript with a grade of “CR”.

### **Workplace Credit**

- Disclaimer: The purpose of Workplace Credit (WC) is to recognize significant technical training and competency attainment (such as Apprenticeships, Professional Licensure or Right Skills Now) that adults have previously mastered through their employment in a technical field, and to award college credit for the competencies attained.
- Departments will decide which, if all, courses qualify for WC. WC at GCCC may not transfer to other post-secondary institutions.
- GCCC does not accept credit awarded for work experience from other post-secondary institutions.
- WC must be compatible with courses meeting certificate or AAS degree requirements.

- **Application Process:** To apply for WC, the student must submit the approved GCCC Workplace Credit Application Form to employer(s). The form outlines the length of employment, job duties, and technical competencies attained that justify the GCCC course(s) to be waived and credit will be placed on the transcript. The form must be signed by an authorized representative from the student's previous/current employer(s). The respective GCCC department chair will propose the credit to be awarded to the Vice President for approval.
- **Transcription of Credit:** GCCC will use a minimum of 250:1 ratio for the transcription of work experience hours completed to credit hours earned. GCCC reserves the right to exceed this minimum ratio.
- The recommended credit will be placed on the transcript as a grade of 'CR' following the student's completion of 12 credit hours at GCCC with a minimum 2.0 GPA

Required Approvals:

1. The student must sign the Workplace Credit Application Form and complete any other documentation as required by the department.
2. A qualified representative of the employer must sign the employment verification section of the Workplace Credit Application Form.
3. The approved Administrator and the Vice President must sign the form verifying the credit hours to be awarded.

**Procedure for Workplace Credit**

- Student creates a portfolio which may include things like: certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product or resumes.
- Student completes their portion of the Workplace Credit Application form and takes it to their supervisor.
- The supervisor creates a letter of support and completes the second portion of the Workplace Credit Application form.
- The student then submits the contents of the portfolio, letter of support and the Workplace Credit Application form to the Program Coordinator.
- The Program Coordinator submits the documents and form to the Director of Workforce Development.
- The Director of Workforce Development seeks input from three reviewers (including the appropriate Program Coordinator). The three reviewers' results are collected and the equivalent course(s) and credit hour(s) awarded are indicated on the form.
- The Program Coordinator and Director of Workforce Development sign the form as acceptance. The form and portfolio are then submitted to the Vice President of Instruction and Student Services/CAO.
- The Vice President signs the form as acceptance of the award and forwards all documentation to the Registrar. If not accepted the form is returned to the approved Director of Workforce Development for student notification.

## **Program/Certificate Substitutions and Equivalencies**

- GCCC supports completion of program/certificate requirements as outlined in our catalog. The college will consider a request by the student to accomplish the purposes outlined below when clear and compelling evidence is in the best interest of the student and the institution.
- The granting of this credit by GCCC does not guarantee transferability to any other institution.

### **Substitutions**

- Substitution Definition- A course that takes the place of a required course in a curriculum provided the course meets the content and/or spirit of the requirement.

### **Substitution Procedure**

- All prior learning should be evaluated as early as possible. It is recommended that substitutions be submitted early in the student's degree/certification enrollment.
- Student and Academic Advisor complete the *Graduation Substitution* form.
- For transfer credential or non-credential seeking substitutions the appropriate administrator the course is under approves the substitution by signing the form.
- For technical credential substitutions the Director of Workforce Development the program is under approves the substitution by signing the form.
- Vice President approves or denies the request.
  - If denied, the form returns to the Academic Advisor.
  - If approved, the form is forwarded to the Registrar.

### **Equivalencies**

- Equivalency Definition – A course evaluated by GCCC from an accredited institution that is determined to be equal to a specific GCCC course.
- If a specific course equivalency cannot be determined, an elective course may be granted.

### **Equivalency Procedure**

- If the Registrar or appropriate Department Chair cannot make a determination of course equivalency based on the course description provided to the GCCC Records Office, the course will be input as an elective course. It is the student's responsibility to provide a course syllabus so further review can be made, equivalency can be reconsidered, and updated by the approved Administrator.
- Course equivalencies are determined by the appropriate Administrator and/or Registrar through evaluation of supporting documentation.

# FORMS

**Garden City Community College  
Credit for Prior Learning (CPL) Form**

Use for: Collegiate Non-Accredited Institutions, International Institutions and Military Training or Non-Collegiate Education

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Type of credit to be given based on transcript \_\_\_\_\_

Name of Institution \_\_\_\_\_

\_\_\_\_\_ International \_\_\_\_\_ Military \_\_\_\_\_ Other \_\_\_\_\_

Program for which credit will apply \_\_\_\_\_

Transfer Credits		GCCC Credit		
Course Number	Course Title	Course Number	Course Title	Credit Hours

**Procedure Credit for Military Training or Non-Collegiate Education**

- Student submits their educational experiences to American Council on Education (ACE).
- American Council on Education (ACE) – Major coordinating body for higher education institutions in the U.S., providing leadership on third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- The College receives ACE documentation at the student’s request. The Records Office then submits the ACE evaluation and *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* to the appropriate administrator.
- The appropriate administrator reviews supporting documentation and indicates GCCC award. It is then sent to the Vice President for Instruction and Student Services.
- The Vice President reviews and signs the form as acceptance of the award and forwards to the Registrar and it posted to the transcript. If not accepted the form is returned to the appropriate administrator for student notification.

Approval and signatures required on next page.

**Procedures for Credit for Collegiate Non-Accredited or International Institutions**

- Student requests official transcripts from all previously attended postsecondary institutions be sent directly to the GCCC Admissions Office in accordance with official guidelines (<https://www.gcccks.edu/admission/studenttypes/transfer/>). Fees for international transcripts are the student's responsibility.
- Records Office receives and holds any transcripts from a body that we do not recognize as accredited.
- Upon student request, the Records Office submits to the appropriate Administration the *Credit for Prior Learning from Collegiate Non-Accredited or International Institution & Military Training/Non-Collegiate Education Form* and supporting documentation.
- The appropriate administrator reviews supporting documentation and indicate any credit GCCC awards. It is then sent to the Vice President for Instruction and Student Service.
- The Vice President reviews and signs the form as acceptance of the award and forwards it to the Registrar. Awards are posted to the transcript. If not accepted the form is returned to the approved administrator for student notification.

I have reviewed the supporting documentation and agree the course(s) meet the program requirements.

\_\_\_\_\_  
 Dean of Academics or  
 Director of Workforce Development

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Vice President of Instruction and Student Services/CAO  
 Student Services/CAO

\_\_\_\_\_  
 Date

Recorded on Transcript Date: \_\_\_\_\_ Initials: \_\_\_\_\_



Garden City Community College  
**Credit for Prior Learning (CPL) Form**

Use for:      Recognized Credentials and/or Seminars

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Awarded Credit from \_\_\_\_\_

Program for which credit will apply \_\_\_\_\_

Recognized Credit	GCCC Credit		
Certificate/Seminar Title	Course Number	Course Title	Credit Hours

**Procedure Credit for Recognized Credentials and/or Seminars**

- Student submits the certificate and/or documentation to the appropriate Administrator for review.
- The appropriate Administrator reviews supporting documentation for equivalency in content and length. Upon equivalency, the approved administrator completes the *Credit for Prior Learning from Recognized Credentials and/or Seminars* form and forwards the form and supporting documentation to the Vice President.
- The Vice President reviews and signs the form as acceptance of the award and forwards the documentation to the Registrar and it is posted to the transcript. If not accepted, the form is returned to the approved administrator for student notification.

Attach copies of certificates or seminar documentation. Credential verifications will be evaluated only upon the student's request and only if the student is a degree-seeking student and majoring in the field to which the request pertains. If the requirements listed above are met, and if credit is awarded, the credit will be applied to the student's transcript after the start of the first semester of coursework at Garden City Community College.

Approval and signatures required on next page.

I have reviewed the supporting documentation and agree the course(s) meet the program requirements.

\_\_\_\_\_  
Department Chair or Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academics or  
Director of Workforce Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instruction and Student Services/CAO  
Student Services/CAO

\_\_\_\_\_  
Date

Revised 09/02/2016

Recorded on Transcript Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Garden City Community College  
**Approval Form for Credit by Departmental Examinations**

Use for: Departmental Examinations

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Course(s) requested by Examination:

Course Number	Course Title	Credit Hours	Credit/No Credit

Student Background Qualifications:

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**Procedure Credit by Departmental Examination**

- Contact advisor or program coordinator to confirm a departmental exam is available. The course(s) that qualify for credit by departmental examination have been preselected within the department.
- Student and departmental exam instructor fill out the *Approval Form for Credit by Departmental Examination (see Appendix)* form and determine eligibility.
- Pay Business Office the Credit by Departmental Examination fee.
- Student schedules time and date to take the common departmental course exam and instructor verifies payment.
- Upon completion of the exam the instructor indicates credit or no credit, signs the form, and forwards it to the Department Chairperson that the course resides with.
- Department Chairperson signs form and sends it to the Registrar.
- Course grade is placed on the transcript after the start of the first semester at Garden City Community College.
- If the student passes the examination with a grade of “C” or better, the division director and vice president will forward that information and credit recommendation to the Registrar. After completion of 12 GCCC credit hours and payment of the assessed fee, the course will be listed on the student’s transcript with a grade of “CR”.

Approval and signatures required on next page.

I have reviewed the supporting documentation and agree the course(s) meet the program requirements.

\_\_\_\_\_  
Departmental Exam Instructor Date

\_\_\_\_\_  
Dean of Academics or Director of Workforce Development Date

\_\_\_\_\_  
Vice President of Instruction and Student Services/CAO Date

Revised 09/02/2016

Recorded on Transcript Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Garden City Community College  
**Workplace Credit (WC) Application Form**

The purpose of Workplace Credit (WC) is to recognize significant technical training and competency attainment that adults have previously mastered through their employment in a technical field, and to award college credit for the competencies attained. Departments will decide which, if any, of their courses qualify for WC. WC as GCCC may not transfer to other post-secondary institutions. GCCC does not accept credit awarded for work experience from other post-secondary institutions.

**Student Information**

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Home/Permanent Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Employer Verification**

Employers must include a letter on company letterhead, which describes the applicant's experience, job duties and length of time performed. Please also complete the information below.

I verify that the attached truthfully and ethically portrays the experiences of this individual.

Supervisor Name (Printed) \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Email \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Company City/State/Zip \_\_\_\_\_

Company Phone \_\_\_\_\_

**GCCC Award Verification**

GCCC Course Number	Course Title	Credit Hours

**Procedure for Workplace Credit**

- Student creates a portfolio which may include things like: certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product or resumes.
- Student completes their portion of the Workplace Credit Application form and takes it to their supervisor.
- The supervisor creates a letter of support and completes the second portion of the Workplace Credit Application form.
- The student then submits the contents of the portfolio, letter of support and the Workplace Credit Application form to the Program Coordinator.
- The Program Coordinator submits the documents and form to the Director of Workforce Development.
- The Director of Workforce Development seeks input from three reviewers (including the appropriate Program Coordinator). The three reviewers' results are collected and the equivalent course(s) and credit hour(s) awarded are indicated on the form.
- The Program Coordinator and Director of Workforce Development sign the form as acceptance. The form and portfolio are then submitted to the Vice President of Instruction and Student Services/CAO.
- The Vice President signs the form as acceptance of the award and forwards all documentation to the Registrar. If not accepted the form is returned to the approved Director of Workforce Development for student notification.

I have reviewed the supporting documentation and agree the course(s) meet the program requirements.

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Workforce Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instruction and Student Services/CAO

\_\_\_\_\_  
Date

Recorded on Transcript Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Garden City Community College  
**Graduation Substitution Form**

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Name of Transfer College \_\_\_\_\_

Term(s) on Transfer Transcript \_\_\_\_\_

Justification for Substitution (include attachments, if necessary):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Transfer Credit			GCCC Equivalent Course		
Course Number	Course Title	Credit Hours	Course Number	Course Title	Credit Hours

**Substitution Procedure**

All prior learning should be evaluated as early as possible. It is recommended that substitutions be submitted early in the student’s degree/certification enrollment.

- Student and Academic Advisor complete the *Graduation Substitution* form.
- For transfer credential or non-credential seeking substitutions the appropriate administrator the course is under approves the substitution by signing the form.
- For technical credential substitutions the Director of Workforce Development the program is under approves the substitution by signing the form.
- Vice President approves or denies the request.
  - If denied, the form returns to the Academic Advisor.
  - If approved, the form is forwarded to the Registrar.

Approval and signatures required on next page.

I have reviewed the supporting documentation and agree the course(s) meet the program requirements.

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Academics or Director of Workforce Development

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President of Instruction and Student Services/CAO

\_\_\_\_\_  
Date

Revised 09/02/2016

Recorded on Transcript Date: \_\_\_\_\_ Initials: \_\_\_\_\_