

ACADEMIC CREDIT FOR PRIOR LEARNING (CPL)

Columbus State University has several options through which students can seek academic Credit for Prior Learning (CPL). The credit may be used to satisfy degree requirements depending upon departmental policy but may not exceed 50% of the required hours in any degree program.

Sources of credit may include:

- **Third-Party Standardized Exams.** Successful completion of the general examinations and subject examinations offered by the College Level Examination Program (CLEP), Advanced Placement (AP), Dantes Subject Standardized Test (DSST), Excelsior, and International Baccalaureate (IB) may result in college credit. Official score reports are required before credit will be evaluated.
- **CSU Proficiency Exams.** To demonstrate educational achievement attained outside of the traditional classroom, admitted students may apply to take proficiency examinations to earn credit by-examination. Students who believe they are qualified to take a proficiency examination must first complete an application that will assess their eligibility to earn credit by examination. Students attempting proficiency exams will pay a CPL Administrative Fee for each course attempt.

After a student passes the exam, courses taken by examination are identified on the student's academic record with a grade of "K" indicated the examination was passed. Students may not take proficiency examinations for the same course more than two times, paying the CPL Administrative Fee each time, nor may they take a proficiency examination in a course in which they have previously received any grade.

- **Professional Training & Certificates.** Students may apply for credit for well-documented professional training or certificates, including learning experiences evaluated by the American Council on Education, military, and peace officer training. The professional certification courses or examinations must relate directly to the program or course of study the student is pursuing.
- **Portfolio Assessment.** The student may develop a portfolio to document prior learning through relevant experience which clearly demonstrates the satisfactory accomplishment of the desired course's learning outcomes. This option is available only if the department with academic authority for the course has agreed to participate in the portfolio development process. The student should contact the department chair responsible for the course for more information. Students are strongly encouraged to review free online guides for preparing portfolios and may opt to complete a course on Portfolio Development & Assessment. Students who submit a portfolio for evaluation will be charged a CPL Administration Fee based on the credit hours requested.

Since all CPL must be applicable to a student's program of study, students must be admitted or conditionally admitted and all transfer credits evaluated before any form of CPL is awarded.