

CREDIT FOR PRIOR LEARNING

6.10015 DP  
DISTRICT  
PROCEDURE

**PURPOSE** Document a process for stakeholders to use for consistent application of credit for prior learning.

**APPLICABILITY** This procedure applies to employees and students.

**DEFINITIONS** **Credit for Prior Learning.** Processes for students to receive credit for MCC coursework based on learning, credentials, or test results from outside the district. *The following are methods for acquiring credit for prior learning.*

**Proficiency Credit.** Students who wish to demonstrate mastery of a MCC course may have their learning evaluated by an MCC subject matter expert. The examination method may be written, oral, skill demonstration, portfolio, or a combination of all at the discretion of the examining discipline. This test costs ½ the expense by credit hour for the equivalent MCC course.

**Credit by Certification.** A free evaluation of a student’s achievement of a standard credential. Students who wish to demonstrate mastery of a MCC course because they successfully completed a standard, may receive college credit. Acceptable standards include, but are not limited to; national or international standardized examinations, external certification, apprenticeship, MCC non-credit certifications, and military credit.

**Pre-Approved Credit for Prior Learning.** MCC’s chief academic officer and District Instructional Coordinating Committee approve standardized credentials that a student may earn from a third party that count as equivalent to MCC coursework. Examples include College Board’s Advanced Placement (AP), advanced standing articulated credit, and College-Level Examination Program (CLEP) scores.

**PROCESSES**

There are four related processes involving credit for prior learning.

1. **Proficiency Credit.** Students may demonstrate mastery of an MCC course through evaluation by an MCC subject matter expert.
  - a. The student may initiate a conversation with a faculty subject matter expert.
    - i. The faculty member approves pursuit of proficiency credit, completing the faculty section of the “MCC Proficiency Credit” form, indicating what credits the student will pursue.
      1. A student may only attempt to gain credit for prior learning for each course once.

- ii. The student must pay a fee equal to 50% of the per credit hour cost of tuition, based on residency.
    1. The dean and vice president have the discretion to waive the fee, if they are in agreement, for students with extenuating circumstances.
  - iii. When the student presents the receipt to the faculty member, the faculty member will then evaluate the student's proficiency.
    1. The examination method may be one or more of the following: written test, oral test, skill demonstration, and/or portfolio.
    2. The student's evaluation must meet or exceed "C" level work in the equivalent credential or experience. If the credential or test is scored, the subject matter expert will determine what equals a "C" result.
  - iv. When the results are known (pass or fail), the faculty member will complete the "MCC Proficiency Credit" form and submit it to the division chair. The division chair and dean of instruction sign off on the form, and send it on to the Student Data Center for processing. The form and associated documentation will be linked electronically to the student's account.
2. **Credit by Certification.** The student may provide a credential that demonstrates a standard level of proficiency. Examples of acceptable standards include: national or international standardized examinations, external certification, completed apprenticeships, MCC non-credit certifications, and military credit that is not in the pre-approved equivalent credit list.
- a. The originating faculty member must determine whether or not the credential or experience is 80% equivalent to the MCC course credit the student is requesting.
    - i. The student does not pay for credit by certification.
    - ii. The student's evaluation must meet or exceed "C" level work in the equivalent credential or experience. If the credential or test is scored, the subject matter expert will determine what equals a "C" result.

1. *Example:* Advanced Placement tests are scored 1-5, and a 3+ score is accepted.
  - b. The student and faculty member complete the “MCC Credit by Certification” form, including evaluation of certifications and/or work evidence.
  - c. The division chair and dean of instruction sign off on the form, and send it on to the Student Data Center for processing. The form and associated documentation will be linked electronically to the student’s account.
3. **Pre-Approved Credit for Prior Learning.** Some examinations or credentials are pre-approved as equivalents for MCC courses. The list is available on the web site.<sup>1</sup>
  - a. The student may send scores to the Student Data Center to be processed.
4. **Faculty or administrators consider adding a credential to the list of pre-approved credentials.** The Chief Academic Officer, faculty, or other administrators may propose adding a credential to the list of approved credit by certification.
  - a. Gain the approval of an appropriate MCC subject matter expert, division chair, or program coordinator, and an instructional dean.
  - b. An appropriate faculty member should determine if the credential or course curriculum is 80% equivalent to the relevant MCC coursework. Also, determine the equivalent to meet or exceed “C” level work.
    - i. *Example:* Advanced Placement tests are scored 1-5, and a 3+ score is accepted.
  - c. An appropriate faculty member writes a letter detailing the rationale for granting credit based on the credential, the MCC course(s) to be awarded, the number of credit hours granted, and the scores required. This letter must be sent to the Chief Academic Officer or designee for final approval.
  - d. The chief academic officer or designee reports updates to the Student Data Center.
  - e. The Student Data Center will maintain a master list of pre-approved credit by certification credentials and test

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<sup>1</sup> <https://mcckc.edu/admissions/creditbyexam.aspx>

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scores. This list will be shared publicly on the district website.

- f. The registrar will submit the master list of approved credit by certification to the District Instructional Coordinating Committee on an annual basis for review.

**Adding credit to a student's transcript.** Approved credit by certification documentation is sent to the Student Data Center. The student records are updated, and the documentation is scanned and linked to the student account.

- Course credit for pre-approved certifications will generally be applied for the first semester the student is enrolled after acquiring the credential or taking the standardized test.
- Course credit for MCC subject matter expert evaluated proficiency will generally be transcribed for the semester that approval was granted by the dean of instruction.
- Only attempts and scores resulting in credit are added to the student's transcript.

CONTEXT FOR  
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1. Awarding credit for a course does not grant credit for the course's prerequisites.
2. Credit for courses taken at MCC generally takes precedence over credit awarded for prior learning.
  - a. If a student has taken a course at MCC, credit for prior learning cannot be applied for that course.
  - b. If a student takes a course at MCC, and the student was previously awarded credit for prior learning for that course, the MCC credit replaces the credit for prior learning.
3. Credit for prior learning may not be applied towards the residency graduation requirement.
4. Credit may be awarded for courses directly related to a student's certificate or degree program.

REFERENCE

6.10010 BP Academic Standards Board Policy