



CREDIT FOR PRIOR LEARNING GUIDE

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I. What is Credit for Prior Learning?

Prior learning is experience-based learning attained outside the sponsorship of an accredited postsecondary educational institution (college or university). Credit for Prior Learning (CPL) may be awarded for learning acquired from work and life experiences; community and volunteer extension courses; individual study and reading; civic, community, and volunteer work; military; and participation in informal courses and in-service training sponsored by associations, business, government, and industry. CPL is not awarded for the *experience*, but for college-level *learning*.

This guide is designed to help students take advantage of the opportunities that MCC offers to award credit for prior learning. It is based on the Missouri state guide developed by Missouri's public two-year institutions, with support from the MoHealthWINS training program funded through the USDOL Trade Act Adjustment Community College Career Training (TAACCCT) grant, with the goal of accelerating adult learners in traditional educational delivery systems.

Students should review the MCC website and current college catalog to see course requirements for specific degree or certificate programs, and to determine courses for which they feel they have relevant, equivalent, college-level learning. Interested students should also meet with an academic advisor to discuss the different methods and steps for requesting CPL, and for transfer information. It should not be assumed that credits earned through prior learning will automatically be accepted at another institution.

II. Methods for Awarding Credit for Prior Learning

1. National Standardized Examinations

Enrolled students who can document an acceptable score on an approved standardized exam may receive college credit. Test fees may apply if the examination is taken in an MCC Testing Center, but there is no charge for transcribing the credit. Currently approved examination programs include:

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- Defense Activity for Nontraditional Educational Support (DANTES/DSST)
- Excelsior College Exams (formerly ACT-PEP/RCE)
- International Baccalaureate (IB)
- Project Lead the Way (PLTW)

To request credit, official scores must be sent to the MCC Student Data Center, 3200 Broadway, Kansas City, Missouri 64111.

2. Departmental Examinations

Enrolled students who wish to demonstrate learning that is equivalent to an MCC course may request to be examined and have their learning evaluated by an MCC subject matter expert. The examination method may be written, oral, skill demonstration, or a combination of all three at the

discretion of the examining discipline. If the student passes the examination, the course will be transcribed in the semester the exam is taken. The student will be charged half the regular tuition, based on place of residence. Currently approved departmental exams are:

- Art – may override pre-requisites by submitting an acceptable portfolio
- Foreign Language – may test to a higher level. MW and BR campuses offer Spanish only, LV offers Spanish, French, German, and ESL.

3. Credit for Military Training

Enrolled students who have served in the military may request credit by certification for particular military training programs and for learning based on military occupation or rating. MCC awards credit based on the published guidelines of the American Council on Education (ACE). Credit by certification may only be requested and awarded after successful completion of fifteen credit hours at MCC. To request credit for military training in the United States Army, Navy, Marine Corps, or Coast Guard an official military transcript must be sent directly from the Joint Services Transcript Center at <https://jst.doded.mil> to the MCC Student Data Center, 3200 Broadway, Kansas City MO 64111. Credits from the Community College of the Air Force (CCAF) are treated exactly like transferred credits from any other accredited college. There is no charge for transcribing the credit.

4. Credit by Certification Based on Published Guides

Enrolled students who can document completion of an approved apprenticeship or industrial/corporate training program, may request credit by certification. MCC awards credit based on the published guidelines of the American Council on Education (ACE). To request credit by certification, contact the campus registrar.

5. Industry Credentials

Enrolled students who have current industry credentials that are not addressed by the ACE guides may request credit by certification. The student will need to supply documentation of any valid industry certifications awarded, and time limits may apply for certain programs of study. Determination of equivalent MCC course credit, if any, will be at the discretion of MCC subject matter experts and the campus dean of instruction. To request credit, contact the campus dean of instruction.

6. Portfolio Assessment

Portfolio assessment allows students to present prior learning experiences in portfolio format. Credit could be awarded after portfolio evaluation by subject matter experts who have portfolio evaluation training. MCC does not currently have trained evaluators and cannot offer this type of credit. Exceptions can be made with prior approval from the dean of instruction.

III. Policies and Procedures

1. Credit will be awarded only for those courses directly applicable to the student's declared certificate or degree program. CPL may be applied toward the courses in certificate or degree programs only for the purpose of satisfying graduation requirements.

2. A student may use CPL to fulfill all degree/certificate graduation requirements except for mandatory institutional requirements. Depending on the method of awarding credit, the hours may be elective credit only, or may satisfy some particular requirement (e.g. social science), or may be considered equivalent to an existing MCC course.
3. All work assessed for CPL must meet or exceed “C” level work, as determined by the college.
4. The student must be enrolled during the semester the credit is awarded.
5. The maximum prior learning credit applicable towards graduation is 30 credit hours, from any combination of all CPL methods. Exceptions: active duty military (including Reserve and National Guard) may go up to 75% of required credits, students holding a Missouri Peace Officer Standards and Training (POST) certification, and participants in certain apprenticeship degree completion programs may be awarded over 30 credits.
6. If CPL is applied to the degree requirements, transferability and transfer guarantees may be affected. Consult an MCC advisor for details. Students planning to transfer to another college or university should also contact the receiving institution to determine the acceptability of transferred credit for prior learning.
7. MCC decisions to award credit are final.
8. Prior learning experiences shall be evaluated only if requested by the student.

IV. Credit by Examination Crosswalk

1. Advanced Placement (AP) Exams

Advanced Placement (AP) tests will be accepted for credit at or above the American Council on Education (ACE) recommended cut-off scores. The following scores and MCC course equivalents have been approved by the MCC District Instructional Coordinating Committee.

Exam	Cutoff Score	MCC Equivalent	Credit Hours
Art History	3	ART 150	3
Biology	3	BIOL 101	5
American Govt & Politics*	3	POLS 136	3
Calculus AB	3	MATH 180	5
Calculus BC	3	MATH 190	5
Chemistry	3	CHEM 111	5
Computer Science A	3	CSIS 123	3
Computer Science AB	3	CSIS 123 & 223	6
Comparative Govt/Politics*	3	POLS 135	3
American History*	3	HIST 120	3
English Language and Comp	3	ENGL 101	3

English Lit and Comp	3	ENGL 218	3
Environmental Science	3	BIOL Non-lab Elective	4
European History	3	HIST 134	3
French Language	3	FREN 101 &102	10
French Literature	3	FREN Elective	5
German Language	3	GERM 101 &102	10
Human Geography	3	GEOG 113	3
Italian Language	3	Foreign Language Elective	5
Latin (Literature or Vergil)	3	Foreign Language Elective	5
Macroeconomics	3	ECON 210	3
Microeconomics	3	ECON 211	3
Music Theory	3	MUSI 110	4
Physics 1 <i>and</i> Physics 2	3	PHYS 130 & 131	
Physics B	3	PHYS 130	5
Physics B	4	PHYS 130 &131	10
Physics C: Mechanics	3	PHYS 220	5
Physics C: Elect & Magn	3	PHYS 221	5
Psychology	3	PSYC 140	3
Studio Art (2D, 3D, or Drawing)	3	ART 100	3
Spanish Language	3	SPAN 101&102	10
Spanish Language	4	SPAN 101, 102, &203	13
Spanish Language	5	SPAN 101, 102, 203, &204	16
Spanish Literature	4	SPAN 209	3
Statistics	3	MATH 115	3
World History	3	History Elective	3

*Does not satisfy Missouri Constitution Requirements

2. College Level Examination Program (CLEP)

College Level Examination Program (CLEP) subject exams will be accepted for credit at or above the American Council on Education (ACE) recommended cut-off scores. The following scores and MCC course equivalents were approved by MCC District Instructional Coordinating Committee on 9/28/2010.

Exam	Cutoff Score	MCC Equivalent	Credit Hours
American Government*	50	POLS 136	3

American Literature	50	ENGL 222 &223	6
Analyzing &Interpreting Literature	50	ENGL 120 &121	6
Biology – General**	50	BIOL 101	5
Calculus w/ Elem. Functions	50	MATH 180	5
Chemistry***	50	CHEM 111	5
College Algebra	50	MATH 120	3
College Composition	50	ENGL 101	3
College Mathematics	50	MATH 119	3
English Literature	50	ENGL 220 &221	6
Financial Accounting	50	BSAD 101	3
French – Level 1	50	FREN 101	5
French – Level 2	59	FREN 101 &102	10
German – Level 1	50	GERM 101	5
German – Level 2	60	GERM 101 &102	10
History of the U.S. I*	50	HIST 120	3
History of the U.S. II*	50	HIST 121	3
Human Growth and Development	50	PSYC 143	3
Humanities	50	Humanities Electives	6
Information Systems & Computer Applications	50	CSIS 110	3
Introduction to Educational Psychology	50	PSYC Elective	3
Introductory Business Law	50	BSAD 270	3
Introductory Psychology	50	PSYC 140	3
Introductory Sociology	50	SOCI 160	3
Natural Science	50	General Education Elective	6
Precalculus	50	MATH 150	5
Principles of Macroeconomics	50	ECON 210	3
Principles of Management	50	BSAD 204	3
Principles of Marketing	50	BSAD 205	3
Principles of Microeconomics	50	ECON 211	3
Social Sciences & History*	50	American Institutions (3 credit hours) and Social Science Elective (3 credit hours)	6

Spanish – Level 1	50	SPAN 101	5
Spanish – Level 2	63	SPAN 101 &102	10
Western Civilization I	50	HIST 133	3
Western Civilization II	50	HIST 134	3

*Does not satisfy Missouri Constitution Requirements

** Plus a course in biology with lab

*** Plus a course in a physical science with lab

3. DANTES Subject Standardized Tests (DSST)

DSST subject exams from the Defense Activity for Nontraditional Educational Support (DANTES) program will be accepted for credit at or above the American Council on Education (ACE) recommended cut-off scores. MCC only awards elective credit for exams that ACE has recommended as equivalent to upper division coursework, and this credit can only be transcribed after the student has seen an advisor to discuss the potential impact of such credit on transfer.

The following scores and MCC course equivalents were approved by the MCC District Instructional Coordinating Committee.

Exam	Cutoff Score	MCC Equivalent	Credit Hours
Art of the Western World	48	ART 151	3
Astronomy	48	Physics Non-lab Elective	3
Business Mathematics	48	MATH 100	3
Environment and Humanity	46	Biology Non-lab Elective	3
Foundations of Education	46	Elective credit	3
Fundamentals of College Algebra	47	MATH 120	3
Fundamentals of Counseling	45	Elective credit	3
General Anthropology	47	ANTH 100	3
History of the Vietnam War	44	History Elective	3
Human/Cultural Geography	48	GEOG 113	3
Human Resource Management	46	BSAD 105	3
Introduction to Business	46	BSAD 150	3
Introduction to Computing	45	Elective credit	3
Introduction to Law Enforcement	45	Social science elective	3

Introduction to the Modern Middle East	47	History Elective	3
Lifespan Developmental Psychology	46	Elective credit	3
Organizational Behavior	48	BSAD 120	3
Personal Finance	46	BSAD 151	3
Physical Geology	46	GEOL Non-lab elective	3
Principles of Financial Accounting	47	BSAD 101	3
Principles of Physical Science I	47	Physics Non-lab Elective	3
Principles of Public Speaking	47	Elective credit	3
Principles of Statistics	48	MATH 115	3
Principles of Supervision	46	BSAD 109	3
Technical Writing	46	Elective credit	3
Western Europe Since 1945	45	History Elective	3

4. Excelsior College Exams (ECE)

Excelsior College subject exams (also formerly known as ACT – PEP or Regents College Exams) will be accepted for credit at or above the American Council on Education (ACE) recommended cut-off scores. MCC awards elective credit only for exams that ACE has recommended as equivalent to upper division coursework, and this credit can only be transcribed after the student has seen an advisor to discuss the potential impact of such credit on transfer. Students seeking credit for Excelsior exams in nursing need to speak with the Dean of Health Sciences.

The following scores and MCC course equivalents were approved by the MCC District Instructional Coordinating Committee.

Exam	Cutoff Score	MCC Equivalent	Credit Hours
Anatomy and Physiology	C	BIOL 108	5
Bioethics	C	Elective credit	3
College Writing	C	Elective credit	3
Corporation Finance	C	Elective credit	3
Earth Science	C	Physical science elective	3
English Composition	C	ENGL 101	3
Ethics	C	Elective credit	3

Interpersonal Communications	C	SPDR 103	3
Introduction to Philosophy	C	Elective credit	3
Introductory Accounting	C	BSAD 101	3
Lifespan Developmental	C	Elective credit	3
Psychology			
Microbiology*	C	BIOL 208	5
Principles of Management	C	BSAD 204	3
Principles of Marketing	C	BSAD 205	3
Production/Operations	C	BSAD 211	3
Management			
Statistics	C	MATH 115	3

* Plus a course in biology with lab

5. International Baccalaureate Exams (IB)

International Baccalaureate (IB) courses will be accepted for credit for those who have passed the higher level subject examinations at a satisfactory level. The following scores and MCC course equivalents were approved by the MCC District Instructional Coordinating Committee.

Exam	Cutoff Score	MCC Equivalent	Credit Hours
Art	4	ART 100 & ART 150	6
Biology	4	BIOL 101	5
Chemistry	4	CHEM 111	5
Computer Science	4	CSIS 110 &115	6
Economics	4	ECON 210 &211	6
Geography	4	GEOG 104	4
History*	4	HIST 120 &121	6
Language A - English	4	ENGL 101	3
Language A - English	5	ENGL 101 &102	6
Language B – French	4	FREN 101	5
Language B - Spanish	4	SPAN 101	5
Language B – Other Foreign	4	Foreign Language Elective	5
Mathematics	4	MATH 120	3
Music	4	MUSI 108 &110	7
Philosophy	4	PHIL 100 &102	6
Physics	4	PHYS 101	5
Psychology	4	PSYC 140	3

*Does not satisfy Missouri Constitution Requirements

6. Project Lead the Way (PLTW)

Certain Project Lead the Way examination scores will be accepted for credit. The student must provide the MCC Records Office/Advisor with verification of the appropriate national end-of-course exam stanine scores of 6 or better and high school PLTW course grades of 80% (B) or better from the high school instructor, counselor, or administrator. The end-of-course exam scores should be documented in a letter on school or school district letterhead. The PLTW course grades should be documented on the student's official high school transcript.

MCC course equivalents for students in the programs listed below were approved by the MCC District Instructional Coordinating Committee.

A. Computer Aided Drafting and Design

Students intending to earn an Associate in Applied Science (AAS) degree in Computer Aided Drafting and Design can earn one credit for ENGR 101 (Introduction to the Profession) and three credits for ETEC 270 (Parametric Modeling) if:

The student completes high school courses in Introduction to Engineering Design (IED) and Principles of Engineering (POE) with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for at least one of the two courses above.

B. Engineering

Students intending to earn an Associate in Engineering degree can earn one credit for ENGR 101 (Introduction to the Profession) and three credits for ETEC 270 (Parametric Modeling) if:

The student completes high school courses in Introduction to Engineering Design (IED) and Principles of Engineering (POE) with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for at least one of the two courses above.

C. Engineering Technology (Computer & Electronics)

Students intending to earn an Associate in Applied Science (AAS) degree in Engineering Technology with an emphasis in Computer & Electronics can earn one credit for ENGR 101 (Introduction to the Profession), three credits for ETEC 130 (Digital Electronics), and three credits for ETEC 240 (Design Project) if:

The student completes Introduction to Engineering Design (IED), Principles of Engineering (POE), Digital Electronics (DE), and Engineering Design and Development (EDD) courses with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for Digital Electronics (DE).

D. Engineering Technology (Mechanical/Manufacturing)

Students intending to earn an Associate in Applied Science (AAS) degree in Engineering Technology with an emphasis in Mechanical/Manufacturing can earn one credit for ENGR 101 (Introduction to the Profession) and three credits for ETEC 270 (Parametric Modeling) if:

The student completes high school courses in Introduction to Engineering Design (IED) and Principles of Engineering (POE) with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for at least one of the two courses above.

E. Health Information Technology

Students intending to earn an Associate in Applied Science (AAS) degree in Health Information Technology can earn five credits for BIOL 108 (Introductory Anatomy and Physiology) if:

The student completes high school courses in Principles of Biomedical Sciences (PBS) and Human Body Systems (HBS) with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for the two courses above.

F. Paramedic

Students intending to earn either a certificate in Paramedic or an Associate in Applied Science degree in EMT-Paramedic, can earn five credits for BIOL 108 (Introductory Anatomy and Physiology) if:

The student completes Principles of Biomedical Sciences (PBS) and Human Body Systems (HBS) with an 80% (B) or better average *and* earns stanine scores of 6 or better on the national end-of-course exam for the courses above.