



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY NO: 1412**

**CREDIT FOR PRIOR LEARNING (CPL)**

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In instances where students have obtained knowledge from non-academic or informal educational experiences equivalent to coursework or subject matter offered at this university, students may receive course, general education area, or elective unit credit through Credit for Prior Learning. Credit for Prior Learning permits students to obtain University credit for subject matter in which they are especially qualified through non-traditional education or experience.

Students must not have previously received credit for any course containing similar or advanced material from the same subject matter field or in which the student is currently enrolled. Credit for Prior Learning shall not be permitted as a mean of earning a higher grade in a course. Once a student has enrolled in and earned a grade (passing or failing) in a course, the only way to earn a higher grade is to repeat the course and pay normal course unit fees.

Except for International Baccalaureate and Advanced Placement Tests, a student may not receive credit through challenge examination, standardized examinations, or experience, for more than 25% of their degree requirements (i.e., 30 semester units for a degree program requiring 120 semester units). Students will still be expected to meet campus residence requirements (see university catalog for current policies).

Cal Poly Pomona discipline faculty are responsible for assessing and determining credit for individual courses awarded for prior learning as long as it does not conflict with accreditation body requirements. General education area credit and University level requirements are awarded by the Office of Academic Programs in accordance with University practice.

Basic criteria developed by discipline faculty to determine student eligibility must be satisfied prior to moving forward with a request for credit by exam or credit acquired through experience. The basic criteria and a list of classes that may or may not be challenged will be published in the University catalog, department, and available in the Registrar's Office.

**1. Academic Credit for Examinations and Other Assessments**

In instances where students have obtained knowledge from nonacademic or informal educational experiences equivalent to coursework offered at Cal Poly Pomona, it is possible to receive course credit through examination and other types of assessments (i.e. portfolios and interviews). Students may initiate a request to receive credit for prior learning by providing justification that departments will evaluate to determine their eligibility for the challenge exam. Each department should provide guidance as to the types of justification that may be considered.

**A. Campus Course Challenge Exams<sup>1</sup>**

Departments may develop and provide challenge exams for major and elective courses.

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Courses meeting university requirements and general education requirements are not available for challenge exams (i.e., departments cannot offer challenge exams for courses outside their department); however, students may be able to provide evidence of prior learning for assessment of these courses (see section 1C). Courses available for challenge shall be identified in the catalog, department, and available in the Office of the Registrar.

Students may challenge courses by taking examinations developed at Cal Poly Pomona to earn credit toward the degree. Challenge exams will be made available upon student request for students who meet the basic eligibility criteria, as determined by discipline faculty. Credit shall be awarded to those who pass them successfully. A course may be challenged only once.

The challenge exam permits students to obtain credit for subject matter in which they are especially qualified through nontraditional education or experience. Students are not permitted to obtain credit by examination unless all the prerequisites for the course as specified in the Cal Poly Pomona catalog have been satisfied. Credit by examination will not be allowed for a course that is prerequisite of a course which the student has already completed or in which the student is currently enrolled.

No student, including resident, out of state, or foreign, shall be permitted by an instructor to sit in a class without enrolling either for audit or credit, and paying appropriate fees. Challenge exam credit will not be given for any course that has been audited. Units of credit received through this procedure may not apply toward the residence requirement for any of the degrees or credentials offered by Cal Poly Pomona.

The content of the examination shall demonstrate achievement of the learning outcomes of the course. The examination may include written, oral, or skills tests, or a combination of all three types and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course are required to possess. Challenge examination credit is entered on the student's permanent record. For courses in the student's major, the credit is a letter grade. Other challenge exam credit is awarded on a CR/NC basis.

Detailed instructions for applying for credit by examination may be obtained from the Registrar's Office.

## **B. Standardized Examinations**

Students may earn credit toward the degree and/or toward the determination of admission eligibility based on the following standardized examinations:

- Advanced Placement (AP) Test
- International Baccalaureate (IB)
- College Level Entrance Program (CLEP)

The California State University (CSU) has published the [CSU Systemwide Credit for External Examinations](#)<sup>iii</sup> list to provide CSU campuses with guidance on how to determine, when appropriate, passing scores, minimum credits toward admission eligibility, minimum credits toward the degree, and certification area for transfer

students seeking general education (GE) certification before matriculation. This information is also available on [Cal State Apply](#) for prospective applicants to review.

As noted in the CSU Credit for Prior Learning Policy, Cal Poly Pomona will determine how external examinations will apply towards the degree program and if a student is not GE certified, the university will also identify how to apply exam credit towards local degree requirements. Please refer to Cal Poly Pomona's University Catalog section [Credit for Non-Traditional College Level Work](#) for more information.

### C. Credit Acquired through Experience

Students may earn academic credit through learning, knowledge, or skills acquired through experience. Credit for experience shall not be used in determining eligibility for admission, unless it was previously transcribed on the student's academic record, nor may it apply toward the residence requirement for any of the degrees or credentials offered by the university.

*Learning, knowledge, or skills acquired through experience shall be verified through a variety of assessment methodologies, including written examinations, portfolios, personal interviews, demonstrations, and/or other means of documentation. Assessments shall be created and evaluated in accordance with academic standards by faculty and/or subject matter experts. Supporting information may be supplied by a field supervisor and/or employer.*<sup>ii</sup> Students earning credit for experience shall demonstrate they essentially have the same knowledge and skills as those attained by students who successfully complete the course or general education area.

*Before academic credit earned for experiential learning becomes a part of the student's academic record, the student shall complete 15 units<sup>ii</sup> in residence at Cal Poly Pomona. Graduate students shall complete 3 semester units in residence.*

## 2. Credit Acquired through Workforce and Industry Learning

Students may *earn academic credit based on recommendations provided by discipline appropriate evaluating organization, for example, the National College Credit Recommendation Service (NCCRS) and the American Council on Education (ACE). Examples of industry-recognized credentials that are listed in the ACE National Guide include SHRM (Society of Human Resource Management), IBM Corporation, Google IT, and Fire and Rescue Training.*<sup>ii</sup>

### A. Types of Approved Instruction

*Students shall be granted credit toward the degree for the following types of learning acquired outside of traditional higher education:*

- 1. Completion of learning acquired outside traditional higher education, such as recommended by American Council on Education's National Guide.*
- 2. Successful completion of other learning outside of traditional higher education that utilizes prior learning assessment methods such as portfolio assessment, attempted independently or as part of a course.*<sup>ii</sup>

### 3. Credit for Education, Training and Service provided by the Armed Forces of the United States

Cal Poly Pomona is required by federal law (38 CFR § 21.4253 (d)(3)) to evaluate prior learning to remain in compliance with the G.I. Bill® program, provide credit where appropriate, and shorten the time to academic objective accordingly. For students with Joint Services Transcripts (JST), credit shall be awarded based on the American Council on Education (ACE) credit recommendations for military courses and other military experiences (i.e., military occupations). When an ACE recommendation cannot be articulated to a specific course or General Education Area, then elective unit credit may be awarded at the upper- or lower- division level, as recommended by ACE, only when required by student's degree program. ACE credit recommendations for military courses and occupations are published on the ACE Military Guide here:

<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>

#### A. Basic Military Training (Boot Camp)

Completion of basic military training (boot camp) shall be used to satisfy Area E of the General Education requirements.<sup>ii, ix</sup>

#### B. Defense Language Proficiency Test (DLPT)

Utilizing the ACE recommendations, three lower-division semester hours for language shall equate to three semester units in General Education Subarea C2.<sup>ii</sup> To assign course credit using the DLPT, refer to the ACE National Guide recommendations:

<https://www.acenet.edu/national-guide/Pages/default.aspx>

*Acceptable documentation for awarding DLPT General Education or course credit includes:*

- *Official Defense Language Institute Foreign Language (DLIFLC) Transcripts*
- *Official Joint Services Transcripts (JST)*
- *Defense Manpower Data Center (DMDC) DLPT Examinee Results*
- *DA Form 330 Language Proficiency Questionnaire<sup>ii</sup>*

### 4. Acceptance and Application of Credit for Prior Learning from Other Institutions

California Community College students transferring to Cal Poly Pomona with Credit for Prior Learning which has been assessed, awarded, and transcribed by the California Community Colleges shall be awarded Cal Poly Pomona course, General Education area, or elective credit, per the articulation agreements published on ASSIST (<https://www.assist.org/>)<sup>x</sup>.

For students who enter with an Associate Degree for Transfer (ADT), full or partial certification in CSU General Education Breadth, and consistent with CSU [policy on transfer](#), transcribed credit awarded for **learning acquired outside of traditional higher education** shall be accepted for articulation and transfer, including credits for CSU-GE breadth and CSU-IGETC based on current system-wide articulation guidance.

## **5. Prior Learning Assessment Grading**

- Grading shall be according to the *CSU Grading, Repetition of Courses, Academic Renewal, and Appeals Policy*<sup>xi</sup> and per course grading description in the University catalog.
- Students shall be offered a “Credit/No Credit” option, if that option is ordinarily available for the course.

## **6. Transcription of Credit for Prior Learning**

*The student's academic record [official transcript] shall identify the specific course or category of degree requirement for which the student has received credit for demonstrated learning, knowledge, or skills acquired through experience.*<sup>ii</sup>

## **7. Credit for Prior Learning Appeals**

*Students shall be allowed to appeal decisions regarding credit for demonstrated learning, knowledge, or skills acquired through experience through [Cal Poly Pomona's] existing campus grade appeal procedures.*<sup>ii</sup>

## **8. Credit for Prior Learning Fees**

*A \$5 fee per unit is charged for each challenge examination (\$25 maximum). In addition, resident students who are paying less than full time should be alerted that they will be charged the difference if they pass the examination and grades are posted. Non-resident students who pass and have a grade posted are expected to pay for the non-resident units.*<sup>xii</sup>

## APPENDIX A

### Cal Poly Pomona Recognized Military Transfer Credit

Institution	Course-to-Course	GE Area	Total
[American Council on Education (ACE)]:			
Joint Services Transcript (JST)	16	20	36
Community College of the Air Force (CCAF)	4	23	27
Defense Language Institute (DLI) <sup>+</sup>	0	24 <sup>+</sup>	24
University of Maryland University College (Adelphi & Baltimore, MD)	3	160	163
U.S. Coast Guard Academy	2	12	14
U.S. Naval Academy	1	0	1
U.S. Air Force Academy	4	17	21
U.S. Military Academy	1	0	1
<b>Total number of agreements</b>	<b>31</b>	<b>256</b>	<b>287</b>

<sup>+</sup>Total number of General Education Area agreements is greater when factoring total number of foreign languages taught at DLI. The number represented here is calculated based on six generic "FL" DLI courses listed in the Transfer Evaluation System (TES) multiplied by four foreign languages currently taught at Cal Poly Pomona (Chinese, French, German, Spanish).

*per TES agreements established through 7/18/2021*

### RELATED RESOURCES:

- <sup>i</sup> CPP Policy No. 1603 Credit by Examination (Challenge) - [https://www.cpp.edu/academic-manual/1600-1699-grading-student-affairs/1600-1699/policy\\_1603\\_credit\\_by\\_examination\\_cha.pdf](https://www.cpp.edu/academic-manual/1600-1699-grading-student-affairs/1600-1699/policy_1603_credit_by_examination_cha.pdf)
- <sup>ii</sup> CSU Credit for Prior Learning Policy - <https://calstate.policystat.com/policy/9817841/latest/>
- <sup>iii</sup> Transfer Evaluation System (TES): <https://www.cpp.edu/registrar/articulation/tes.shtml>
- <sup>iv</sup> Title 5 § 55050 – California Community College Credit for Prior Learning: [https://govt.westlaw.com/calregs/Document/IAE7881A8C3ED4DD3B4F2194E32E06B23?viewType=FullText&origin=ationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Document/IAE7881A8C3ED4DD3B4F2194E32E06B23?viewType=FullText&origin=ationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1)
- <sup>v</sup> AB-1002 Postsecondary education - course credit for prior military education, training, and service: [https://leginfo.ca.gov/faces/billTextClient.xhtml?bill\\_id=202120220AB1002](https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202120220AB1002)
- <sup>vi</sup> Title 5 § 40408 – California State University Credit for Prior Learning: [https://govt.westlaw.com/calregs/Document/IE2066C07B86A4438BB77FBE6543A8BA8?viewType=FullText&origin=ationContext=documenttoc&transitionType=CategoryPageItem&contextData=\(sc.Default\)](https://govt.westlaw.com/calregs/Document/IE2066C07B86A4438BB77FBE6543A8BA8?viewType=FullText&origin=ationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default))
- <sup>vii</sup> WASC Senior College and University Commission Credit for Prior Learning Policy - <https://wascsenior.app.box.com/s/05cvtmcsdii6lsimhqgl>
- <sup>viii</sup> CSU Systemwide Credit for External Examinations - <https://calstate.policystat.com/policy/10711339/latest/>