

Prior Learning

Prior Learning is an alternative education or experience-based learning that has been attained outside the sponsorship of an accredited postsecondary education institution. Credit for Prior Learning (CPL) includes learning acquired from work and life experiences, community and volunteer extension courses, individual study and reading, civic, community and volunteer work, and participation in informal courses and in-service training sponsored by associations, business, government and industry. CPL is not awarded for EXPERIENCE but for college-level LEARNING which entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

College Policy

Tyler Junior College board policy ECD (LOCAL) encompasses a wide range of prior learning (PLA) assessments:

- Standardized tests
 - College-Level Examination Program (CLEP)
 - American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)
 - DSST, formerly Defense Activity for Nontraditional Educational Support (DANTES)
 - Advanced Placement (AP)
 - International Baccalaureate (IB)
- Institutional Challenge Examinations
 - Exam equivalent to the comprehensive final exam
 - Exam may be written, oral, demonstration or a combination of all three
 - Evaluated by a designated subject expert or appropriate administrative level
- Published Guides
 - American Council on Education (ACE) for military training & experience
 - ACE (non-collegiate) for industrial and corporate training programs
 - Other published guides developed by nationally recognized organizations
- Portfolios
 - Credit through the development of a portfolio
 - Evaluated by a committee of subject matter experts
- Industry Credentials
 - Successful completion of state licensure examinations
 - Course credit will be applied to specific course equivalencies by professional discipline

Standards for Awarding Credit for Prior Learning

1. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at the college of enrollment and to the student's declared certificate or degree program as outlined in college publications.
2. A student may use prior learning credit to fulfill all degree/certificate graduation requirements except for mandatory institutional requirements (25% residency).

3. Prior learning credit may be applied toward the courses in the AA, AAS, AAT degree programs only for the purpose of satisfying graduation requirements.
4. All work assessed for prior learning credit must meet or exceed "C" level work.

Policy and Procedures

1. The maximum prior learning credit applicable towards graduation is up to the residency requirements (25%) of the college of an AA, AS, AAS, or AAT degree from any combination of all CPL methods. At least 3 credit hours must be successfully completed at TJC and transcribed into the student's records before any CPL credit can be awarded, applicable to the degree program. If the applicable prior learning credit course is a prerequisite for other courses, the advising staff will allow registration in successive courses based on verification of successful prior learning completion.
2. Official documentation reflecting a student's successful completion of prior learning credit will be maintained by the college of enrollment. All portfolios, examinations or other documentation regarding a student's prior learning credit will be maintained by the department chair responsible for the prior learning assessment.
3. A student wishing to appeal a non-credit for prior learning decision should follow the standard appeal procedure in place at the college of enrollment.
4. Prior learning experiences shall be evaluated only if requested by the student.

Transferability of Credit for Prior Learning

Students planning to transfer to another college or university should contact the receiving institution to determine the acceptability of transferred credit for prior learning.

Steps for Pursuing CPL Credit that apply to the Retail Management Certificate program:

1. Credit by Examination. Administration of a prior learning assessment for the following courses is available within the Business & Business Management program areas, School of Professional and Technical Programs, at Tyler Junior College:
 - HRPO 2307, Organizational Behavior
 - BMGT 1327, Principles of Management
 - ACCT 2301, Principles of Financial Accounting (limited to certificate and AAS)
 - ACNT 1303, Introduction to College Accounting
2. Students will contact academic advisors or the program chair to initiate the process. Review guides to aid in preparation for the learning assessments are available for the indicated courses upon request from the program chair.
3. A scheduled time for administration of the assessment will be arranged through the program chair. A student must complete the assessment at the scheduled time slot. One attempt at the assessment will be allowed per academic year, with a maximum of two attempts allowed per course.

4. Evaluation results from the assessment will be communicated to the student within one week. The grading weights indicated on each section of the assessment will be followed in the evaluation process.
5. Only program personnel will have access to the assessment instrument. Assessment records will be maintained by the program chair.
6. The program chair will inform the college's enrollment management personnel for posting to the student's official academic record.
7. The student will be responsible for completion of a Credit by Examination (CBE) form and paying a \$25 fee in order to have the prior learning posted to the official student transcript. NOTE: Transcript posting will be completed after the successful completion of 3 academic credit hours at Tyler Junior College.