



Policy Name: Credit for Prior Learning
Policy

Policy Number: Administrative Policy
03.60.01.01

Date: January 23, 2026

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Approved by Willie L. Todd, Jr., Ph.D.
President and CEO

Signature



Talladega College Credit for Prior Learning Policy

Policy Title: Credit for Prior Learning Policy

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Approval Date: January 23, 2026

Responsible Office: Office of the Registrar and Academic Affairs

Responsible Executive: Office of the Registrar and Academic Affairs

Applies to: Applicants and Students of Talladega College, Academic Deans, and Academic Advisors

POLICY STATEMENT

Talladega College recognizes that learning occurs in a variety of settings beyond the traditional classroom. The Credit for Prior Learning (CPL) policy enables students to earn academic credit for college-level knowledge and skills acquired through professional experience, military service, certifications, training programs, and other non-traditional learning experiences.

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DEFINITIONS

Credit for Prior Learning (CPL)

Academic credit awarded for college-level learning acquired outside of a traditional classroom setting through work experience, military service, certifications, or other non-formal education.

Portfolio Assessment

A structured collection of documents and evidence submitted by a student to demonstrate mastery of course learning outcomes for the purpose of earning CPL.

Standardized Examination

Nationally recognized tests such as CLEP (College-Level Examination Program) or DSST (DANTES Subject Standardized Tests) used to assess prior learning for academic credit.

American Council on Education (ACE) Guidelines

Recommendations provided by ACE for evaluating and awarding college credit for military training and other non-traditional learning experiences. ACE or an acceptable accrediting agency must approve all CPL non-traditional coursework.

Residency Requirement

The minimum number of credit hours that must be completed at Talladega College to earn a degree, which cannot be satisfied through CPL. A minimum of 36 hours must be completed at Talladega College to be eligible to earn a degree from the College.

Non-Traditional Learning

Learning that occurs outside of a formal academic environment, including professional development, workplace training, and community-based education.

Credential Evaluation

The process of reviewing and validating professional certifications, licenses, or training programs for equivalency to college-level coursework.

Degree-Seeking Student

A student officially admitted to Talladega College with the intent to complete a degree program.

Transcript Notation

The method by which CPL credits are recorded on a student's official academic transcript, typically without a letter grade.



Academic Appeals Process

The formal procedure through which students may challenge or request reconsideration of CPL decisions.

CONTACTS

The Office of the Registrar or Designee will be the primary point of contact.

STAKEHOLDERS

Talladega College's Students

POLICY CONTENTS

1. Purpose and Scope

Enable adult learners (including veterans and working professionals) to earn college credit for college-level learning acquired through work, military, professional training, volunteerism, or independent study.

2. Eligibility

- Matriculated as an undergraduate or certificate-seeking student in good academic standing.
- Must apply for Credit for Prior Learning approval before the start of their matriculation at Talladega College.
- Prior course credit must not have been attempted, earned, or failed at Talladega.
- To earn a degree from Talladega College, a minimum of 36 hours must be completed at Talladega College.

3. Credit Types and Limit

- Methods include:
 - Standardized exams (CLEP, DSST, AP, IB)
 - ACE-evaluated training/military credit
 - ACE- approved awarding agencies
 - Instructor-administered challenge exams
 - Faculty-mentored portfolio assessments



- Maximum allowable: The maximum allowed is applicable to the type of degree for which the applicant is applying.

- **3A. Credit Limits by Degree Level**

Talladega College awards Credit for Prior Learning (CPL) in accordance with its residency requirement, accreditation expectations, and commitment to academic quality. The maximum CPL that may be applied toward a program of study is as follows:

Associate Degrees (60 Credits): Up to 24 CPL credits; 36 hours must be completed at Talladega.

Bachelor's Degrees (120 Credits): Standard maximum of 36 CPL credits; expanded option up to 45 with approval; 36 hours residency required.

Graduate Degrees: Up to 6 CPL credits; programs requiring 45+ credits may allow up to 9 with Provost approval.

Fast-Track Programs: CPL allowed up to 45 CPL credits.

4. Application Process

- Student meets with the Credit for Prior Learning Designee for initial consultation.
- Submits the application form and identifies the target courses.
- Pays a non-refundable fee (e.g., \$50 per credit).

5. Assessment & Review

- The Office of the Registrar or Designee assigns faculty evaluator(s).
- Faculty oversee portfolios or assessments using approved rubrics.
- Chair and School Dean jointly evaluate and decide on credit equivalency.
- Executive Vice President & Provost reviews and approves such assessment for credit.

6. Credit Awarding

- Approved credits are noted on the transcript with "TR or PL" grade.
- Credit for Prior Learning credits count toward the degree but not the GPA.



- These credits are **non-transferable** to external institutions.
- Prohibited for courses already attempted at Talladega.

7. Fees

Non-refundable evaluation fee (e.g., \$50/credit).

- Additional fees may apply for exam proctoring or materials.

8. Appeals

- Students may petition the Registrar within one semester of credit award.
- An ad-hoc committee to review appeals for Prior Learning Coordinator, Dean, Registrar, and designee(s).

9. Reporting & Quality Assurance

- Credit for Prior Learning Coordinator annually compiles data: the number of participants, credits earned, and demographics.
- Prepares an annual report to the Division of Academic Affairs for continuous improvement and accreditation compliance.

10. Policy Review

- Reviewed biennially by Academic Affairs, Registrar, Credit for Prior Learning Coordinator, and Faculty Senate to align with accreditation, best practices, and institutional goals.

EDUCATION AND COMPLIANCE

Summary of Employee Education Plan and Process/Methodology for Tracking Policy Compliance

Credit for Prior Experience Policy – Talladega College

Talladega College will implement a structured and continuous Employee Education and Compliance Monitoring Plan to ensure all faculty, staff, and administrators understand, apply,



and adhere to the Credit for Prior Experience Policy. This plan establishes the expectations, training processes, and tracking mechanisms required for consistent implementation across all academic and administrative units.

Employee Education Plan

1. Annual Mandatory Training

All employees involved in evaluating, awarding, advising, or communicating credit for prior experience—including faculty evaluators, academic advisors, admissions staff, registrar personnel, and program administrators—will complete an annual training module.

Training will cover:

- Policy purpose, eligibility standards, and evaluation criteria
- Documentation requirements
- Portfolio evaluation procedures
- FERPA and data integrity considerations
- Compliance expectations and common audit findings
- Updates to institutional, state, or accreditor guidelines

2. New Employee Onboarding

All new employees in relevant roles will receive policy training as part of their onboarding within 30 days of their start date. Supervisors are responsible for ensuring timely completion.

3. Refresher Sessions & Policy Updates

When revisions occur, targeted refresher sessions will be provided to all affected staff within 60 days of the effective date of changes.

Process/Methodology for Tracking Policy Compliance

1. Centralized Training Record System

Completion of required trainings will be recorded and maintained through the College's designated Learning Management or HR Compliance system. Records will track:

- Employee name and department
- Role in the prior experience credit process
- Date of training completion
- Status (Completed, Pending, Overdue)

2. Annual Compliance Review

The Office of the AVP for Student Affairs and Enrollment Management, in collaboration with Academic Affairs and Human Resources, will conduct an annual audit to verify:



- Training completion rates
 - Accuracy and consistency of credit evaluation decisions
 - Proper use of evaluation rubrics and documentation standards
 - Compliance with accreditor, state, and federal guidelines
3. Documented Workflow & Oversight
- All decisions related to prior learning assessment (PLA) or credit for prior experience will follow a documented workflow that includes:
- Submission of required evidence by the student
 - Review by qualified faculty evaluators
 - Verification by the Registrar
 - Final approval documentation stored in the student record
4. Corrective Action & Continuous Improvement
- Employees who do not complete annual training or who demonstrate inconsistent application of the policy will be required to complete additional training. Identified gaps will be addressed through:
- Supplemental training
 - Updated procedures
 - Policy refinement
 - Supervisor-led coaching
5. Reporting to Leadership
- Summary reports of compliance rates and audit findings will be provided annually to:
- Provost/EVP of Academic Affairs
 - AVP for Student Affairs & Enrollment Management
 - President's Cabinet

Statement of Assurance

Talladega College is committed to maintaining consistent, transparent, and equitable processes in awarding credit for prior experience. Through structured employee education, documented workflows, and systematic monitoring, the institution ensures full alignment with best practices, accreditation standards, and institutional policy requirements.

REVIEW SCHEDULE

- Next Scheduled Review: January 23, 2029
- Approval by, date: Executive Cabinet, January 23, 2026
- Revision History: NA
- Supersedes: NA