



## EDUCATIONAL SERVICES

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then need to complete and submit the CPL course eligibility application to the CPL Committee. Approved applications allow programs to offer CPL credit opportunities to students immediately. Denied applications will include a report on why the application was denied, and programs will be able to re-submit the application for approval as soon as the necessary adjustments to their proposal have been made.

Programs approved for CPL credit will be listed on SCC's CPL website. Program Chairs/Directors will then be responsible for completing a Master Course Form update to have the approved course(s) identified as CPL eligible in Southeast Community College's catalog for the following catalog year.

Programs will be responsible for the tracking of CPL requests within their area and are encouraged to frequently review the College's CPL website to ensure the course listings are up to date and accurate.

Programs may offer CPL credit through any of the following methods:

### Credit by waiver

- Verifiable job experience
- Industry certification
- Non-credit coursework
- Military Transcript Assessment

### Credit by examination

- Nationally recognized exams
  - o Advanced Placement (AP) (Fees for student may apply)
  - o College-Level Examination Program (CLEP) (Fees for student may apply)
  - o Other exams may be considered with approval from the division dean.
- Program-specific challenge exams

Methods other than those listed above may also be used provided they have gone through and were approved by the CPL Committee through the CPL course eligibility application process.

Programs will not be allowed to grant partial course credit through CPL. Only full credit or no credit will be granted for any given course.

It is the discretion of the program to determine whether they wish to have the student complete an application to be allowed to attempt a credit by waiver opportunity. In the event that an application is required, programs must ensure the College has the appropriate support staff in place to assist students with completing this so as not to add additional barriers to the student.

### Credit for Prior Learning at the Student Level

Current or prospective students may express an interest in the CPL process at any time through the Southeast Community College CPL Questionnaire or by contacting an SCC advisor. Individuals interested in pursuing credit for prior learning should contact the Registrar's Office at (716) 833-3333 or visit the Registrar's Office website at [www.scc.edu/registrar](http://www.scc.edu/registrar).

Students may not pursue credit for prior learning in a course in which they are currently enrolled, have previously enrolled, or have received a grade, including AU's, W's, I's, or N's.