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**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6100 Academic Standards	
Title: IP 6111 Alternative College Credit	Page 1 of 2
Associated Regulation: IR 6111 Alternative College Credit	
References: Missouri Credit for Prior Learning Model 2013	
Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 08-28-2013	Last Revision: 06-13-2017

Three Rivers College supports the concept of life-long learning and advocates the Alternative College Credit method for students who qualify. This policy is designed to inform Three Rivers College students, faculty, and staff of methods that could be used to obtain Alternative College Credits at the college. Methods of Alternative College Credit recognized by the college are CLEP, AP, and Credit for Prior Learning.

Methods for Awarding Alternative College Credit

Three Rivers College uses several methods designed to grant alternative college credit to students with a wide variety of educational experiences. Students are encouraged to consult a program advisor regarding the use of alternative college credit in their educational planning. Any student enrolled at Three Rivers College who has or would like to participate in the following may be eligible:

- Standardized Tests (CLEP, AP Credit, ACT, etc.)
- Credit for Prior Learning: Business, Industry Credentials, and Military Training
- Articulation Agreements between Three Rivers College, area High Schools and Career and Technical Centers.

Credit for Prior Learning

To be considered for Credit for Prior Learning a student must be enrolled at the college, and have successfully completed a minimum of (1 credit hour) transcribed to the student's record from a course taken at the college. Credit for Prior Learning may be considered on a case by case basis depending on a student's program of study and a fee may be required.

Colleges and universities have different policies on the acceptance of Credit for Prior Learning (CPL). Three Rivers College cannot guarantee the transferability of CPL that has been granted by the college.

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Initial Approval: 08-28-2013	Last Revision: 06-13-2017

DOCUMENT HISTORY:

- 08-28-2013:** Initial approval of policy IP 6111 Credit for Non-Traditional Learning.
- 10-21-2015:** Revision of wording and policy title to Credit for Prior Learning and revised to reflect congruence with the Missouri Credit for Prior Learning (CPL) model.
- 06-22-2016** Revision of Title "Alterative College Credit" and clarification of meaning thereof.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 06-13-2017:** Minor language edits for clarification.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Methods for Awarding Alternative College Credit

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- Standardized Tests (CLEP, AP Credit, ACT, etc.)
- Credit for Prior Learning: Business, Industry Credentials, and Military Training
- Articulation Agreements between Three Rivers College, area High Schools and Career and Technical Centers.

Standardized Tests

The College Level Examination Program (CLEP) is designed to evaluate the student's college-level learning, no matter how or where the learning took place. The nationally recognized DSST program can help you receive college credits for learning acquired outside of the traditional classroom through more than 30 exams in college subject areas. There is a test fee to take a DSST exam. Three Rivers College charges a \$20 proctor fee to administer the exam. The American Council on Education's College Credit Recommendation Service (ACE Credit) has evaluated and recommended college credit for the DSST exams. Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board

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to Three Rivers College. American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Career Services Office.

Credit for Prior Learning

Three Rivers College supports the concept of life-long learning and awards Alternative College Credit to students for Credit for Prior Learning in congruence with the Missouri Credit for Prior Learning (CPL) Model. An application fee is required for processing and transcribing of Credit for Prior Learning on the student's transcript for each application processed. The processing of Credit for Prior Learning taken from Military Transcripts have no processing fee for transcribing. Credits are awarded on a case by case basis depending on the student's potential for Credit for Prior Learning and the alignment with their intended major. A student must meet with their advisor, complete an application and pay the fee to initiate the Credit for Prior Learning process. The student must consult with his or her advisor and collaborate with the Coordinator of Career Services at the college. Please be aware that program specific terms that may apply, and other factors related to the Credit for Prior Learning process. Please refer to the Guide to Alternative Credit addendum and form attached to this document.

Students should be advised that colleges and universities differ on their acceptance of Credit for Prior Learning. Three Rivers College cannot guarantee the transferability of credit for prior learning that has been awarded. If planning to transfer to another college or university, students should contact the receiving institution to determine the potential of acceptability for transfer of Credit for Prior Learning.

Three Rivers College has adopted standard practices within the process to award Credits for Prior Learning to students. The college uses several methods designed to grant college credit to students with a wide variety of learning experiences. Any student enrolled at the college who has or would like to participate may be eligible. Reference the college catalogue, attached addendum and the college policy, IP6111: Alternative College Credit.

Due to the impact Credit for Prior Learning may have on a student's program of study, students must consult with their program advisor regarding educational planning. The college uses several

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methods designed to grant college credit for a wide variety of learning experiences. To be considered for Credit for Prior Learning a student must be enrolled at the college and have successfully completed a minimum of (1 credit hour) that is transcribed to the student's record from a course taken at Three Rivers College. Credit for Prior Learning may be considered on a case by case basis depending on a student's program of study.

The maximum Alternative College Credit that may be applicable toward graduation requirements for a Three Rivers College program is 30 credit hours, from a combination of all Alternative Credit methods including (CLEP, CPL, AP Credit, etc.). The 30 credit rule also includes any form of Alternative Credit a student may transfer into the college from another institution. In rare cases, certain career programs with completion agreements the 30 credits rule may be reviewed on a case by case basis and must be approved by the Chief Academic Officer.

Three Rivers College has developed standard practices that are designed to help students take advantage of the opportunities the college offers to award Credit for Prior Learning. Students should review the degree requirements for a specific degree or certificate program, and determine the courses they believe they may have relevant, equivalent, college-level learning. To qualify, credits must apply to the student's specific degree program or certificate requirements.

Interested students should meet with their academic advisor and the Coordinator of Career Services to discuss the different methods and steps for requesting Credit for Prior Learning, and for information regarding the potential transferability of such credits. It should not be assumed that credits transcribed through the Three Rivers College, Alternative College Credit process will automatically be accepted by other institutions.

Process for Student to Request Credit for Prior Learning

1. Review the current college catalog to view options for credit for prior learning and the required courses for your degree or certificate program.

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2. Meet with your program advisor to discuss options, degree requirements and transferability. Your program advisor will then help you with the steps for Credit for Prior Learning approval which may require Department Chair approval.
3. Go to the Career Services Office (573-840-9655) in the Westover Building to begin the Credit for Prior Learning approval process for industry training (credentials) and training recognized in published guides. You will be required to bring all valid and current documentation.
4. Complete the Alternative College Credit Assessment and Request Forms (Appendix) and seek all applicable signatures.
5. Pay the required \$100.00 application fee with the Financial Services Office.
6. Once approval has been obtained and Alternative Credit Form is complete, the form will need to be returned to the Career Services Office along with the required documentation and the receipt for payment of processing fee.

Students seeking Credit for Prior Learning (CPL) must provide substantial documentation regarding training, certification or experience that would relate to the specific college-level course in their program of study. The documentation must be recent enough to demonstrate currency in the field of study in which CPL is pursued. Military credit does not have a time limit on acceptance for college-level learning. And no fee is required. A student should speak with the Coordinator of Career Services and their program advisor for more specific information regarding fees, documentation, timeline and the process for the evaluation of prior learning.

**THREE RIVERS COLLEGE
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Supersedes: NA	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 11-18-2015	Last Revision: 06-13-2017

DOCUMENT HISTORY:

- 11-18-2015:** Initial approval of regulation IR 6111 Credit for Prior Learning.
- 06-22-2016:** Revised, added Addendum Guide to Alternative Credit & Form.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 10-11-2016:** Minor revision to Addendum Alternative College Credit Student Assessment Form. Addition of check boxes in Types of Alternative Credit section on form.
- 06-13-2017:** Minor revision to Addendum Alternative College Credit Student Assessment and Credit Request Forms.

Three Rivers College

THE COMMUNITY COLLEGE
OF SOUTHEAST MISSOURI

Guide to Alternative Credit

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Preface

The Guide to Alternative College Credit is designed to inform students, faculty, and staff of the various methods students may use to obtain alternative college credit from Three Rivers College. Alternative college credit may be awarded from an educational learning experience attained outside the sponsorship of an accredited postsecondary educational institution. An application or testing fee may apply with the exception of the award of college credit for Military Training. Regardless of the potential for the award of college credit, the minimum Three Rivers College residency requirement of 15 credits earned at the college must be met. A maximum of 30 credits for alternative credit may be awarded. Students seeking information about Alternative College Credit should contact the Office of Career Services.

Methods for Awarding Alternative College Credit

Three Rivers College uses several methods designed to grant alternative college credit to students with a wide variety of educational experiences. Students should consult with an academic advisor regarding the use of alternative college credit in their educational planning. Any student enrolled at Three Rivers College who has or would like to participate in the following may be eligible for alternative credit:

- Standardized Tests (CLEP, AP Credit, ACT, etc.)
- Credit for Prior Learning: Business and Industry Credentials, and Military Training
- Articulation Agreements between Three Rivers College, area High Schools and Career and Technical Centers.

I. Standardized Tests

1. College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) is designed to evaluate the student's college-level learning, no matter how or where the learning took place. CLEP examinations, designed by the College Entrance Exam Board, are divided into two types, general and subject. Three Rivers College may grant credit for subject exams with an acceptable passing grade. A fee applies to each CLEP Exam and must be paid at the time of administration.

When the exam is similar in content to a course offered by Three Rivers College, credit may be equated to a specific course. When no course equivalent exists at the college, credit may be granted as elective hours in the same field as the examination. Credit is recorded on the student's transcript and identified with "P" instead of a grade and a comment stating this is CLEP credit. Students who have college credit should note that credit will not be given for CLEP exams if the student has college credit for the equivalent course. CLEP charges a standard fee, and Three Rivers College charges a fee to proctor the exam. For more information regarding CLEP exams you may go to www.clep.collegeboard.org. For any Three Rivers College testing questions regarding CLEP contact the Office of Testing and Assessment at (573) 840-9667 or go to www.trcc.edu/testing.

Table of CLEP Examinations and Equivalencies:

CLEP Subject Examinations	Three Rivers College Course Equivalent	Hours
American Government**	GOVT 121: National & State Government	3
American Literature	ENGL 241/242: Am Lit to & since 1870	6
Biology	BIOL 101: General Biology	3
Calculus	MATH 171: Analytical Geometry & Calculus I	3
Chemistry*	CHEM 121: General Chemistry I	3
College Algebra	MATH 163: College Algebra	3
College Composition w/ Essay	ENGL 111: College Writing	3
English Literature	ENGL 231/232: English Lit to & since 1798	6
Financial Accounting	ACCT 121: Accounting I	3
History of the United States I: Early Colonization to 1877	HIST 111: American History to 1877	3
History of the United States II: 1865 to Present	HIST 112: American History since 1877	3
Introductory Business Law	BLAW 221: Legal Environment of Business	3
Introductory Psychology	PSYC 111: General Psychology	3
Introductory Sociology	SOCI 111: General Sociology	3
Pre-Calculus	MATH 164: Trigonometry	3
Principles of Macroeconomics	ECON 211: Principles of Macroeconomics	3
Principles of Management	BUAD 120: Contemporary Business Practices	3
Principles of Marketing	MKTG 115: Principles of Marketing	3
Principles of Microeconomics	ECON 212: Principles of Microeconomics	3
Spanish Language: Level 1	SPAN 101/102: Elementary Spanish I & II	6
Western Civilization I: Ancient Near East to 1648	HIST 121: Western Civ. to the Renaissance	3
Western Civilization II: 1648 to Present	HIST 122: Western Civ. since the Renaissance	3

*Not available to nursing students

**Students must also take GOVT 220

2. Advanced Placement (AP)

Sponsoring high schools that offer Advanced Placement (AP) classes provide for AP examinations at the end of the course. Students forward the results of the AP exams through the College Entrance Examination Board to Three Rivers College. College credit is granted for students earning a minimum score of three (3) on the exam. Students seeking information about the Advanced Placement Program can contact the Office of the Registrar (573) 840-9665.

3. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)

American College Testing Proficiency Program credit is awarded on a case-by-case basis. For more information, contact the Office of the Registrar at (573) 840- 9665.

4. DSST Subject Standardized Test (DANTES)

The nationally recognized DSST program can help you receive college credits for learning acquired outside of the traditional classroom through more than 30 exams in college subject areas. There is a test fee to take a DSST exam. Three Rivers College charges a \$20 proctor fee to administer the exam. The American Council on Education's College Credit Recommendation Service (ACE Credit) has evaluated and recommended college credit for the DSST exams.

The Defense Activity for Non-Traditional Education Support (DANTES) offers free or discounted tests (DSST) for military members, and some discounts are available for veterans as well. DANTES offers College Credit Examinations worldwide at military bases, embassies and colleges. In most cases your examination results are forwarded to the appropriate military educational transcript system (i.e. JST or CCAF). Once transcribed, Three Rivers College may accept military credits if the credits are program specific by discipline and are recommended by the program coordinator for that college program. No fee shall be applied for processing of Military Transcripts for the award of college credit.

II. Credit for Prior Learning

Alternative college credit may be awarded as Credit for Prior Learning (CPL) from an educational learning experience attained outside the sponsorship of an accredited postsecondary educational institution. Credit for Prior Learning may include learning acquired from work, military and/or participation in informal courses and professional in-service training sponsored by an association, business, government, or industry. Credit for Prior Learning 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 and may merit academic credit.

Three Rivers College students are encouraged to consult with an academic advisor regarding the use of Credit for Prior Learning in their educational planning. College Program Coordinators work with the Career Office to process Alternative College Credit paperwork. An application fee of \$100.00 must be paid in advance for the processing all Credit for Prior Learning with the exception being the processing of Military Transcripts of which no fee applies. The processing fee of \$100.00 is required with each application considered for award of credit.

Regardless of the potential for the award of college credit, the minimum Three Rivers College residency requirement for credits earned at the college must be met (of 15 credit hours) and at least one credit hour must be earned at Three Rivers prior to CPL credit being awarded. Different colleges use different policies on the acceptance of Credit for Prior Learning. Therefore, **Three Rivers College cannot guarantee the transferability of Credit for Prior Learning that has been awarded by the college.**

Rationale for Credit for Prior Learning

Three Rivers College and the Missouri Community College Association supports the concept of life-long learning to meet the personal enrichment needs of students. It is the policy of the college (refer to policy reference #IP 6111 Alternative College Credit) that a student's experience outside the college classroom be evaluated for college credit.

The need for a statewide standard for Credit for Prior Learning assessment was presented to the 13 public two-year institutions during the fall of 2010, where for the first time, the institution leaders established a statewide career training consortium to compete for the [USDOL Trade Act Adjustment Community College Career Training (TAACCCT) grant], which Missouri received and named MoHealthWINS. One of the grant solicitation’s key funding priorities was to increase attainment of degrees, certificates, and other industry-recognized credentials and better prepare the targeted population, and other beneficiaries, for high-wage, high-skill employment. One evidenced-based strategy presented was the utilization of granting academic Credit for Prior Learning. The consortium leaders along with the support of the Governor’s office, the Missouri Department of Economic Development, the Division of Workforce Development and the industry partners committed to improve retention and achievement rates and/or reduce time to completion by developing a statewide system standard of practices to award Credit for Prior Learning.¹

Types of Credit for Prior Learning

1. Industry Credentials

Credit for Prior Learning may be awarded to Three Rivers College students who have completed training, certifications and obtained licenses through the industry in which they may be currently employed. Students must complete the Alternative College Credit Self-assessment Form, show proof of paid processing fee, and supply documentation of any industry certifications awarded to the Career Services Office. Additional evidence may also be required (e.g., exam scores, licenses, certificates). Credit will only be awarded for current, valid industry credentials. The following industries currently have contracts or agreements with Three Rivers College for credit:

a. Business

Business and Industry Training will be evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate Department Chair. All certifications must be current.

b. Firefighter

“Missouri Division of Fire Safety” Training Courses

Credit for Prior Learning may be awarded to Three Rivers College students who have completed training by the Missouri Division of Fire Safety training courses in which the student has passed the state certification exam and can produce a state certificate (Gold seal, numbered and International Fire Service Accreditation Council certified) is transcribed as college credit.

Three Rivers College may be transcribed as the courses based on the ability to link them directly to the program. Following is a table of direct linked courses:

¹ Adapted from the Missouri Credit for Prior Learning Model and the Jefferson College Credit for Prior Learning Handbook.

State Certification		College Course
Firefighter I & II	Transcribes as	FIRE-115 Firefighter I & II
Hazardous Materials (Awareness & Operations)	Transcribes as	FIRE-118 Hazardous Materials (Awareness & Operations)
Fire Service Instructor	Transcribes as	FIRE-216 Fire Instructor
Fire Officer I	Transcribes as	FIRE-255 Leadership in the Fire Service
Fire Investigator	Transcribes as	An Elective
Fire Inspector	Transcribes as	An Elective

However some fire related courses (based on the course content) have been transcribed for credit as electives. This is based on course content hours of instruction and how well it aligns with the Three Rivers College course being transcribed.

Three Rivers College may also transcribe the EMDS-105 (in our Fire AAS program) for those students who can show past board certification (they need not be current).

In addition per the contract between Three Rivers College and the **“Missouri Department of Conservation”**, fire science students who take the “Fire Science” FRST-255 class are eligible to obtain their **“RED”** card certification. Therefore, any student entering the Three Rivers Fire Science program who already has a **“RED”** card would be able to transcribe that course as well.

Given that Three Rivers College Fire Training is transitioning into the **National Fire Academy’s “Fire and Emergency Services Higher Education”** model and that the **“Missouri Division of Fire Safety”** will be releasing several new courses for certification during the next couple of years, the agreement is subject to change. Students must complete the Alternative College Credit Self-Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office.

c. Law Enforcement

Department of Corrections

Students must complete the Alternative Credit Form, show proof of paid processing fee, and supply documentation of any industry certifications awarded to the Career Services Office. Selected Basic Training and In-Service Training for Department of Corrections Custody and Non-Custody employees may be transcribed as college credit from Three Rivers College. In order to receive credit for DOC Basic Training, a student must first complete 1 semester hour of credit at THREE RIVERS COLLEGE. Following is a table for training transcribes to Three Rivers College courses:

1 Department of Corrections Training Phase I: Basic Training for all staff Phase II & OJT: Basic Training for Non-Custody Staff, plus full-time employment with the Missouri Department of Corrections OR Phase III & OJT: Basic Training for Custody Staff, plus full-time employment with the Missouri Department of Corrections	THREE RIVERS COLLEGE Corrections System and Practices (CRJC-105) 3 Credit Hours Criminal Justice Internship (CRJU-297) 6 Credit Hours Criminal Justice Internship (CRJU-297) 6 Credit Hours
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d. Post Certification

Students must complete the Alternative Credit Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office. Students who have previously completed a POST approved law enforcement training academy and currently hold a valid POST certification in Missouri shall receive the following 24 credit hours upon completion of the remaining required credit hours toward the Criminal Justice Degree:

Course No.	Course Title	Credit Hours
EMDS 103	First Responder Rescue	3
ADJU 100	Introduction to Law Enforcement	3
ADJU 113	Criminal Law	3
ADJU 233	Criminal Investigation	3
CRJU 115	Ethics in Criminal Justice	3
CRJU 138	Patrol Procedures	3
CRJU 297	Internship in Criminal Justice	6
Or		
CRJU 295	Law Enforcement Academy I	12
CRJU 296	Law Enforcement Academy II	12

e. Nursing and EMT

Three Rivers College students must complete the Alternative Credit Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office. Three Rivers College accepts a student's LPN license into the LPN-RN bridge program. After they complete NURS 108 successfully, THREE RIVERS COLLEGE will award credit for NURS 116, 128, 129, 135.

Three Rivers College students must complete the Alternative Credit Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office. Three Rivers College accepts student's EMT license and the student will be awarded credit for EMDS 105 to get into the Paramedic program.

f. Other

Credentials not listed on the Approved Industry Credentials table(s) and/or supporting paragraphs are evaluated on a case-by-case basis and may be eligible for credit, pending approval from the appropriate faculty member. The student should consult his or her advisor to determine the appropriate contact person. Three Rivers College students must complete the Credit for Prior Learning Application, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office.

2. Published Guides

Three Rivers College students must complete the Alternative Credit Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office. Credit will be awarded based on credit recommendations recognized by the American Council on Education (ACE) and for credit recommendations from military training schools. Academic credit may be awarded only for courses that directly apply to the student's declared certificate or degree program. Valid and current certifications must be submitted for approval.

ACE (American Council on Education)

Three Rivers College students must complete the Alternative Credit Assessment Form, show proof of processing fee paid, and supply documentation of any industry certifications awarded to the Career Services Office. The American Council on Education's (ACE) College Credit Recommendation Service connects workplace learning with colleges and universities. The ACE National Guide to College Credit for Workforce Training contains ACE Credit recommendations for formal courses and examinations offered by various organizations, from businesses and unions to government and military.

3. Military Educational and Training Credit

Three Rivers College students must complete the Alternative Credit Assessment Form, no processing fee is necessary for Military Credit, and supply documentation of any industry certifications awarded to the Career Services Office. Training credit can be transcript through the Community College of the Air Force (CCAF), the Army/American Council on Education Registry Transcript System (AARTS) and the Sailor/Marine American Council on Education Registry Transcript (SMART). There is no fee for posting credits for military education on the student's transcript.

Community College of the Air Force (CCAF)

Three Rivers College evaluates credit from CCAF in the same way as credit from any other accredited college or university.

Army/American Council on Education Registry Transcript System (AARTS) and Sailor/Marine American Council on Education Registry Transcript (SMART)

“The purpose of AARTS and SMART is to provide recommended college credit for military occupational experience and training. The recommendations are made by the American Council on Education (ACE), which publishes a reference entitled: *Guide to the Evaluation of Educational Experiences in the Armed Services*, used by colleges and universities around the country. The ACE Guide is available on-line at <http://bv.v.w.militaryguides.acenet.edu>.”

Rules for Awarding Credit for Prior Learning

- Prior learning experiences shall be evaluated only if requested by the student.
- Academic credit will be awarded only for those courses directly applicable to curriculum requirements of the student’s declared certificate or degree program as outlined in college publications.
- Credit for Prior Learning may be applied toward the courses in the AA, AS, AAT, or AAS degree or Certificate programs only for the purpose of satisfying degree requirements.
- **No grade is awarded** for Credit for Prior Learning by Three Rivers College. However, all work assessed for Credit for Prior Learning must meet or exceed passing level work or “C” level work. “C” level work criteria shall be determined by Three Rivers College faculty, Department Chair, or Evaluation Committee.
- A minimum of one credit hour must be successfully completed at Three Rivers College and transcribed on the student’s records before any Credit for Prior Learning can be awarded. The application process may be initiated in advance, but the Credit for Prior Learning credit will not be awarded until the one credit hour requirement is met.
- A minimum of 15 credit hours must be completed at Three Rivers College for graduation. Students may not fulfill the College’s residency requirement using Credit for Prior Learning.
- A maximum of 30 credits for alternative credit may be awarded. Exceptions may be granted on a case by case basis.
- For all Credit for Prior Learning awarded, the course number, course title, number of semester hours will be posted on the student’s transcript and labeled “Credit for Prior Learning”. No grade is issued for Credit for Prior Learning.
- If Credit for Prior Learning is applied to the AA, AS, AAT, or AAS degree or Certificate requirements, transferability and transfer guarantees may be affected. The student should consult his or her advisor and the receiving institution for details.
- All documentation, and files regarding a student’s Credit for Prior Learning will be maintained in the Office of Career Services.

Process for Student to Request Credit for Prior Learning

1. Review the current college catalog to view options for credit for prior learning and the required courses for your degree or certificate program.
2. Meet with your program advisor to discuss options, degree requirements and transferability. Your program advisor will then help you with the steps for Credit for Prior Learning approval which may require Department Chair approval.
3. Go to the Career Services Office (573-840-9655) in Room 101 of the Westover Building to begin the Credit for Prior Learning approval process for industry training (credentials) and training recognized in published guides. You will be required to bring all valid and current documentation.
4. Complete the Alternative College Credit Assessment and Request Forms (Appendix) and seek all applicable signatures.
5. Pay the required \$100.00 application fee, if applicable, with the Financial Services Office.
6. Once approval has been obtained and Alternative Credit Form is complete, the form will need to be returned to the Career Services Office along with the required documentation and the receipt for payment of processing fee.

III. Articulation Agreements between the college and Area High Schools and Career and Technical Centers

Three Rivers College collaborates with area High Schools and Career and Technical Centers to award students college credit for certain courses taken at those institutions. An articulation agreement between these schools contains the exact course taken and what course the student will be given credit for at Three Rivers College. No fee is required for the transfer of this type of college credit. For more information contact the Career Services Office at (573) 840-9690.

Alternative College Credit – Student Assessment

Student Name: _____ Student ID #: _____

Degree/Certificate Program: _____ Program Advisor: _____

Three Rivers College supports the concept of life-long learning and awards academic credit to students for prior learning in congruence with the Missouri Credit for Prior Learning Model. Three Rivers College cannot guarantee the transferability of Credit for Prior Learning. If planning to transfer to another college or university, students should contact the receiving institution to determine the potential of acceptability for transfer of Credit for Prior Learning. All documentation associated with CPL must be no older than 5 years with exception to military credit and some articulation agreements which do not have a time limit on acceptance. An application fee of \$100.00 (paid in advance in the Business Office) to be considered for Credit for Prior Learning.

Requirements for Alternative Credit:

- Currently enrolled as a degree seeking student at Three Rivers College. Successfully completed a minimum of 1 credit hour from Three Rivers College. ACC will not be transcribed until completion of credit hour.
- Completed Student Assessment submitted to the Career Services Office.
- Documentation of Prior Learning attached to Student Assessment Form.
- \$100.00 Alternative Credit Application Fee for Credit for Prior Learning (paid in advance in the Business Office).

Types of Alternative Credit – Check all that apply:

- Military Training:** Credit will be awarded based on credit recommendations recognized by the American Council on Education (ACE) and for credit recommendations from military training schools. (No application fee is required for military credit)
- Industry Credentials and Related Licenses or Certificates:** Credit may be awarded to students who have completed training, certifications and obtained licenses through the industry.

Note: Alternative Credit will be awarded as an exact match for industry training with college credit based on The American Council on Education's College Credit (ACE) Guide, other training guides, or in cases where the specific license is the purpose of the course(s).

Describe Prior Learning (attach additional pages as necessary)

I understand that the residency requirement (of 15 credits taken at Three Rivers College) must be met in addition to any alternative college credits that may be awarded to be eligible for graduation.

Students seeking Credit for Prior Learning (CPL) must provide substantial documentation regarding training, certification or experience that would relate to the specific college-level course in their program of study. The documentation must be recent enough to demonstrate currency in the field of study in which CPL is pursued. Military credit does not have a time limit on acceptance for college-level learning. And no fee is required. A student should speak with the Coordinator of Career Services and their program advisor for more specific information regarding fees, documentation, timeline and the process for the evaluation of prior learning.

Student Signature: _____

Date: _____

Coordinator of Career Services: _____

Date: _____

