



Policy Type (choose one): New or **Existing**

Recommended By (Name, Title, Date):

Liz Brown, Executive Director, WCIP – December 9, 2024

Effective Date: January 1, 2025

Last Review Date:

Policy Contact: Executive Director, Center for Workforce,
Community & Industry Partnerships

Contact Phone: 315-386-7504

Credit for Prior Learning

I. SCOPE

This policy addresses the process for awarding credit for prior learning (CPL) with and without a portfolio.

II. POLICY STATEMENT

The credit for prior learning review process is used for the evaluation of industry acceptable credentials that cannot be assessed through other prior learning assessment processes (i.e., standardized exams, challenge exams, transfer credits, ACE military evaluations). Credit for prior learning may be granted to students with an affiliation with the campus, such as being enrolled in a degree program and/or microcredential at the completion of the review process.

III. POLICY

SUNY Canton may award credit for prior learning through a review of professional and industry certifications, licenses, and other industry acceptable credentials. The maximum number of credit hours of prior learning that can be applied toward an associate degree is 15, toward a baccalaureate degree is 30, and toward a microcredential is 3.

NOTE: Students can apply for credit for prior learning only if a proficiency exam or a standardized testing exam does not exist for that course.

The cost for assessment and award of credit for prior learning is:

Assessment Fee Deposit = \$300 (The assessment fee deposit is paid at time of application and will be deducted from the final assessment fee.

Assessment Fee: (paid at conclusion of assessment review)

- A. 1-3 credits = \$300
- B. 4-6 credits = \$600
- C. 7-9 credits = \$900
- D. 10-12 credits = \$1200
- E. 13-15 credits = \$1500
- F. 16-18 credits = \$1800
- G. 19-21 credits = \$2100
- H. 22-24 credits = \$2400

- I. 25-27 credits = \$2700
- J. 28-30 credits = \$3000

IV. DEFINITIONS

SUNY Data Definitions for Credit for Prior Learning

Prior Learning Category	Source/Method	Definition
Portfolio Assessment	Portfolio Type (if needed)	College credit awarded based on a student portfolio (based on an interview, a performance assessment, a product assessment and/or a written narrative, along with related documentation) which has been evaluated by the institution or an external portfolio evaluation service for college-level credit.
Technical or Professional Certification or Badges	Platform/Badge or Certification	College credit awarded based on review of technical or professional certifications or badges.
Technical or Professional Licensure	Licensure Program/ Licensing Body	College credit awarded based on review of technical or professional licensure programs.
Other	Additional Methods Added as Needed	Other nontraditional course credit for the assessment of prior learning that does not fit within other categories.

V. OTHER RELATED INFORMATION

None

VI. PROCEDURES

Non-Portfolio Review

1. The student must complete the credit for prior learning application form and submit all relevant documentation for review.
2. The application form and all relevant documentation will go to the Center for Workforce, Community, and Industry Partnerships (WCIP) for initial review, and the assessment fee deposit (\$300) will be placed on the student's record for payment.
3. Once the student has paid the assessment fee deposit (\$300), the application packet will then be sent to the relevant School Dean, in consultation with other School Deans as appropriate. The School Dean will coordinate with the appropriate department/faculty associated with the program and/or microcredential.
4. The relevant department/faculty member(s) will review the application and documentation to determine if the prior learning aligns with the learning objectives designated within a course. This review will take no longer than 20 business days.
5. Once a decision has been made, the department/faculty member(s) will complete the credit for prior learning assessment form and include the course number, course name, and credit hour(s) awarded for each application. The credit for prior learning application, relevant student documentation, credit for prior learning assessment, and course outline must be included in the final decision packet.

6. The final decision packet will be reviewed and signed by the relevant Dean and returned to the Center for Workforce, Community, and Industry Partnerships, and the student will be notified of the decision within 5 business days. The complete packet will be scanned and stored by WCIP.
7. Once the decision is made, the appropriate assessment fee will be placed on the student's record for payment. The assessment fee deposit (\$300) will be deducted from the final assessment fee.
8. The student will then contact Student Accounts and pay the fee on their bill.
9. Once the bill is processed, the Registrar's Office will record credit as "CR" on the student's official transcript under the appropriate course number.

Portfolio Review

1. The student must complete the credit for prior learning application form to begin the process.
2. The application form and all relevant documentation will go to the Center for Workforce, Community, and Industry Partnerships for initial review, and the assessment fee deposit (\$300) will be placed on the student's record for payment.
3. Once the student has paid the assessment fee deposit (\$300), the student will be advised to enroll in the next available 1-credit portfolio design course. The portfolio must clearly evidence mastery of a preponderance of the learning outcomes as listed in the course outline(s) for a request to be viable.
4. Once the portfolio is completed, it will be returned to the Center for Workforce, Community, and Industry Partnerships and will then be sent to the relevant School Dean, in consultation with other School Deans as appropriate. The School Dean will arrange for a discipline-specific faculty member affiliated with the program for review.
5. The discipline-specific faculty member(s) will review the application and portfolio to determine if the prior learning aligns with the learning objectives designated within a course. This review will take no longer than 20 business days.
6. The discipline-specific faculty member(s) will complete the credit for prior learning assessment form and include the course number, course name, and credit hour(s) awarded for each application. The credit for prior learning application, portfolio, credit for prior learning assessment, and course outline packet will be returned to the Center for Workforce, Community, and Industry Partnerships.
7. The prior learning packet will then be sent to the Review Committee (comprised of one faculty member per school). The committee will review the application, portfolio, and alignment determined by the discipline-specific faculty member to determine if the prior learning aligns with the learning objectives. This review will take no longer than 20 business days.
8. The final decision packet will be reviewed and signed by the relevant Dean and returned to the Center for Workforce, Community, and Industry Partnerships, and the student will be notified of the decision within 5 business days. The complete packet will be scanned and stored by WCIP.
9. Once the decision is made, the appropriate assessment fee will be placed on the student's record for payment. The assessment fee deposit (\$300) will be deducted from the final assessment fee.
10. The student will then contact Student Accounts and pay the credit for learning fee on their bill.
11. Once the bill is processed, the Registrar's Office will record credit as "CR" on the student's official transcript under the appropriate course number.

VII. FORMS

[Credit for Prior Learning Assessment Form](#) (Note: form opens in downloads folder)

VIII. AUTHORITY

None

IX. HISTORY

None

X. APPENDICES

None

XI. FREQUENCY OF REVIEW AND UPDATE

Policies will have a normal review period of every five (5) years unless required otherwise.

XII. SIGNATURE, TITLE, AND DATE OF APPROVAL

Zvi Szafran

Policy Approver – Printed Name

President

Title

Policy Approver – Signature

6/5/25

Date of Approval