

CREDIT FOR PRIOR LEARNING (CPL)

Credit For Prior Learning (CPL)

The College recognizes that college-level learning can occur beyond traditional academic settings and offers multiple pathways for students to earn credit toward degrees based on volunteer work, workplace experience, and more.

Credit for Prior Learning (CPL) allows undergraduate and graduate students to demonstrate college level prior learning through external assessments, College-created internal assessments, or portfolio assessments. This policy adheres to Higher Learning Commission (HLC) accreditation standards and draws on best practices outlined by the Council for Adult and Experiential Learning (CAEL).

Principles of CPL

- **Learner-Centered:** accessible in cost and process to students with prior learning
- **Multiple Pathways:** multiple pathways available to demonstrate prior learning
- **Contextualized Learning:** assessments include reflection on learning and connection to future learning
- **Rigorous Assessment:** based on assessing learning equivalent to the course outcomes and level of a comparable course at the College, rather than on recognizing experience
- **Faculty Assessment:** assessed by faculty and academic staff with expertise in the material
- **Transparency and Equity:** clearly defined, consistently applied, and equitable

Eligible Learning Prior learning eligible for credit consideration may include but is not limited to:

- External assessment scores
- Internal assessment results
- Work experience
- Non-credit courses
- Professional training and certifications
- Volunteer, professional, and community service

Limitations to CPL

- CPL is not based on experience alone but must be demonstrated in an assessed academic context.
- CPL credit from other institutions may not be accepted.
- CPL credit awarded likely will not be accepted at other institutions.
- CPL credit is not awarded for courses that appear on a student's college-level transcripts.
- Portfolio assessment requires faculty approval (see Process for Portfolio Assessment).
- Internal CPL assessments may have eligibility requirements. Contact the Assessment Center (AssessmentCenter@alverno.edu) for details.
- Some programs may restrict CPL credit due to professional or accreditation standards.
- Undergraduate students are limited to 20% of credits required for the degree from CPL. For programs listing a single maximum

number, the combination of transfer and CPL credits combined cannot exceed that maximum limit.

- Graduate students must adhere to program-determined maximums for external credit, a category which includes transfer credit and CPL*.
 - Master of Business Administration (MBA): 12 transfer, 6 CPL
 - Master of Music Therapy (MMT): 6 transfer, 0 CPL
 - Master of Science in Community Psychology (MCP): 6
 - Master of Education (MA): 14
 - Doctor of Education (EDD) (ABD to EDSP.C.EDD): 6
 - Master of Science in Educational Psychology and Educational Specialist in School Psychology (MS/EDS): 12
 - Doctor of Nursing Practice (DNP): 6
 - FNP and MHNP Degree (MSN): 14 transfer, 0 CPL
 - FNP and MHNP Post-MSN Certificate: 0
 - Direct Entry Master of Science in Nursing (DEMSN): 0
- CPL credit does not fulfill residency requirements.
- Students may only attempt CPL once per course.
- Students may not attempt CPL in their final semester.
- CPL credit is considered transfer credit, not institutional credit. This credit does not count toward major/minor/ specialization/ certificate requirements but does count toward the cumulative credits required for a major/minor/specialization/certificate.

Responsibilities

- **Students:** Provide accurate and comprehensive documentation of prior learning
- **Advisors:** Answer questions about CPL process and policy
- **Assessment Center:** Guide students through the CPL process and communicate the results
- **Faculty:** Develop and evaluate CPL assessments that align to course learning outcomes
- **Registrar's Office:** Record successful CPL credit
- **Student Accounts:** Apply charges for CPL assessment attempts

External Assessment Score Submission Process

Students must request official score reports from external assessment organizations (College Board for AP & CLEP, IB) is sent to the Admissions Office. To inquire about assessments that are not listed here, contact the Assessment Center (AssessmentCenter@alverno.edu). #

- Advanced Placement (AP) #Equivalencies
- International Baccalaureate (IB) #Equivalencies
- College Level Examination Program (CLEP) Equivalencies

Internal Assessment of Prerequisite Undergraduate Courses Process

A selection of internal assessments is available to newly admitted or first-year undergraduates through the Assessment Center. Effective January 1, 2026, the fee for assessments is \$75 per credit, which is paid prior to taking the assessment, regardless of assessment success. Most courses are 3-credit courses, but students may check the catalog to confirm. Contact the Assessment Center (AssessmentCenter@alverno.edu) about internal assessment for the following courses:

- Communication Seminar 1 CM-120
- Communication Seminars 2 CM-125 and 3 CM-225 CM 120 assessment required; higher achievement may earn higher level credit.
- College Algebra MT-123
- Trigonometry MT-124
- Quantitative Literacy in the Modern World QL-122
- Mathematical Connections QL-156 Eligibility required. Contact Assessment Center.
- Foundations of Chemistry SC-119
- Foundations of Biology SC-120 Eligibility required; Assessment Center or Advising contacts eligible students.

Process for Spanish Language Placement

Spanish, Language & Culture minors and Global Studies majors and minors are eligible to complete a Spanish language placement assessment. Students register for SLC-100 (fee: \$125).

Students in Bilingual Education are must complete language assessments; however, students with credits earned from a college located in a Spanish-speaking country or who have earned a college-level Spanish major or minor, use these credentials to waive the assessments upon approval by the program director or dean.

Undergraduate education majors who wish to add a Bilingual Licensure register for BIL-100 (fee: \$125), while graduate education majors who wish to add the Bilingual Licensure register for BIL-500 (fee: \$125).

Interested students should speak to their program director about assessment selection and timing and contact the Assessment Center (AssessmentCenter@alverno.edu) when ready to schedule. Placement assessments cannot be revised.

Process for Portfolio Assessment

Undergraduate and graduate student may apply to complete a portfolio-based prior learning assessment. Portfolios demonstrate the learning outcomes of a specific course at the same or higher level of that course. The fee for portfolio assessment is \$150 per assessment to be paid when the student is approved to assess (see steps 2-4), regardless of assessment outcome.

1. Students complete the Student Interest Form and email it as an attachment to the Assessment Center (AssessmentCenter@alverno.edu).
2. Assessment Center staff or a qualified faculty assessor reviews the form and may contact the student to discuss prior learning.
3. The faculty assessor recommends approval or denial of the portfolio assessment attempt and how many credits to award if assessment and communicates the decision to the student via email and copying the Assessment Center.
4. If approving a student to assess, the faculty assessor sends instructions, criteria, and timeline for the assessment to the student via email with the Assessment Center copied.
5. Students pay the \$150 fee at the Student Accounts Office.
6. Students complete the portfolio independently, but may contact the Assessment Center and/or the Center for Learning and Assessment Support for guidance. Evidence of academic dishonesty results in disqualification and loss of the \$150 fee.
7. Student submit all parts of the portfolio to the Assessment Center. The Assessment Center confirms completeness and forwards it to the faculty assessor via email with the

student copied. Incomplete portfolios are returned for completion. Students may contact the Assessment Center to request an extension. The Assessment Center communicates with the faculty assessor and reports results and changes to timeline to the student.

8. The faculty assessor may take up to three weeks to assess but may require an extension. The assessor communicates any such extension to the student via email with the Assessment Center copied.
9. The faculty assessor completes the Credit for Prior Learning Assessor Evaluation Form and emails the form to the student with the Assessment Center copied.
10. The Assessment Center notes on the form how many credits are to be awarded and sends the entire form and portfolio to the Registrar's Office to become part of the student's record.
11. The registrar enters CPL credit on the student's transcript as transfer credits in the area of the transcript titled "Courses waived and/or credit granted by assessment."

Appeals

Students have the right to submit a letter of appeal to the Director of the Center for Learning and Assessment Support (CLAS@alverno.edu) within seven business days of the decision date.

Advanced Placement Exams (AP)

Advanced Placement (AP) (<https://apstudents.collegeboard.org/courses/>) Exam Scores Equivalent to Alverno Courses

The chart below has:

1. AP Exam in column 1
2. The minimum AP score in column 2
3. Alverno equivalent course(s) in column 4 and whether they waived or given credits in column 3
4. The number of Alverno credits awarded in column 4

Questions marks mean faculty have not evaluated the exam, they will do so upon student request.

ART

AP 3 D Art & Design	AP Score = 3	Course - A-234	award 3 credits
AP 2-D Design	AP Score = 3	Course = A-134	award 3 credits
AP Drawing	AP Score = 3	Course = A-121	award 3 credits
AP Art History	AP Score = 3	Course = HFA-210 or 310	award 2 credits
AP Music Theory	AP Score = 3	General Elective	award 3 credits

ENGLISH

AP English Language & Literature	AP Score = 3	Course = CM-120	award 3 credits
AP English Literature & Composition	AP Score = 3	Courses = CM-120 or EN 210 or HFA-210	Award 2-3 credits

HISTORY, ECONOMICS, POLITICAL SCIENCE			
AP African American Studies	AP Score = 3	Course = GLS Elective	award 3 credits
AP Comparative Government & Politics	AP Score = 3	Course = GLS Elective	award 3 credits
AP US Government & Politics	AP Score = 3	Course = POL-225	award 4 credits
AP European History	AP Score = 3	Course = HFA-210 or HFA-310	award 2 credits
AP US History	AP Score = 3	Course = HFA-210 or HFA-310	award 2 credits
AP World History: Modern	AP Score = 3	Course = HFA-210 or HFA-310	award 2 credits
AP Human Geography	AP Score = 3	Course = SSC Elective	award 4 credits
AP Macroeconomics	AP Score = 4	Course = BU-210	award 3 credits
AP Microeconomics	AP Score = 4	Course = BU-211	award 3 credits
AP Psychology	AP Score = 3	PSY Lower-Level Elective	award 4 credits
AP Calculus	AP Score = 3	Courses = QL-122 waived, MT-123 waived, MT-124 & MT-148 credits	award 5 credits
AP Calculus AB	AP Score = 3	Courses = QL-122 waived, MT-123 & MT-124 waived, MT-148 waived, MT-152 credit	award 4 credits
AP Calculus BC	AP Score = 3	Courses Waived = QL-122, MT-123, MT-124, MT-148 Credit: MT-152 & MT 153	award 8 credits
AP Computer Science	AP Score = 3	Course = General Elective	award 3 credits
AP Computer Science Principles	AP Score = 3	Course = General Elective	award 3 credits
AP Statistics	AP Score = 3	Courses = QL-156 or BU-250 or BSC-257 or MT-256	award 4 credits
SCIENCES			
AP Biology	AP Score = 3	Courses = SC-120 & SC-120L	award 4 credits
AP Chemistry	AP Score = 3	Courses = SC-119 & SC-119L	award 4 credits

AP Environmental Science	AP Score = 3	Course - Sc Elective	award 3 credits
MATH & COMPUTER SCIENCE			
AP Physics 1: Algebra Based	AP Score = 3	Course = PH-231 & PH-231L	award 4 credits
AP Physics 2: Algebra Based	AP Score = 3	Course = PH-232 & PH-232L	award 4 credits
AP Physics 3: Electricity & Magnetism	AP Score = 3	Course = PH-242 & PH-242L	award 4 credits
SPANISH			
AP Spanish Language & Culture	AP Score = 3	Course = SLC Elective	award 3 credits
AP Spanish Literature & Culture	AP Score = 3	Course = SLC 330	award 3 credits
RESEARCH & SEMINAR			
AP Research	AP Score = 3	Course = CM-120 & CM-125	award 7 credits
AP Seminar	AP Score = 3	Course = CM-120 & CM-125	award 7 credits

Int'l Baccalaureate Exams (IB)

International Baccalaureate Diploma Program (<https://apstudents.collegeboard.org/courses/>)(IB) (<https://ibo.org/programmes/diploma-programme/curriculum/>)
Exam Scores Equivalent to Alverno Courses

The chart below has:

1. IB Exam in column 1
2. The minimum IB Level and minimum score in column 2
3. Alverno equivalent course(s) in column 3 and whether they waived or given credits
4. The number of Alverno credits awarded in column 4

Questions marks mean faculty have not evaluated the exam, they will do so upon student request.

ARTS			
Dance	Level = SL/HL, Score = 4	Courses = HFA-210 or HFA-310	award 2 credits
Film	Level = SL/HL, Score = 4	Courses = HFA-210 or HFA-310	award 2 credits
Music	Level = SL/HL, Score = 4	Courses = General Elective	award 3 credits
Theater	Level = SL/HL, Score = 4	Courses = HFA-210 or HFA-310	award 2 credits

Visual Arts	Level = SL, Score = 4	Course = Art Lower Level Elective	award 2 credits
Visual Arts	Level = HL, Score = 4	Course = Art Lower Level Elective	award 3 credits
LANGUAGE & LITERATURE			
Language A: Literature	Level = SL/HL, Score = 4	Courses = CM-120 or HFA-210 & 310	award 4 or 2 credits
Language A: Language & Literature	Level = SL/HL, Score = 4	Courses = CM-120 or HFA-210 & HFA-310	award 4 credits
Litature & Performance	Level = SL/HL, Score = 4	Courses = CM-120 or HFA-210 & HFA-310	award 4 credits
Language B (Spanish)	Level = SL/HL, Score = 4	Course = SLC-103 waived	award 0 credits
Language AB & B	Level = SL/HL, Score = 4	Course = General Elective	award 4 credits
Other Languages	Level = SL/HL, Score = 4	Course = General Elective	award 4 credits
INDIVIDUALS & SOCIETIES			
Business & Management	Level = SL/HL, Score = 3	Course = BU-100	award 3 credits
Digital Society	Level = SL/HL, Score = 4	Course = BU Elective	award 3 credits
Economics	Level = SL/HL, Score = 4	Course = BU-210	award 3 credits
Geography	Level = SL/HL, Score = 4	Course = General Elective	award 3 credits
Global Politics	Level = SL/HL, Score = 3	Course = ???	???
History	Level = SL/HL, Score = 4	Course = HS Elective	award 4 credits
Philosophy	Level = SL/HL, Score = 3	Course = PH Elective	award 4 credits
Psychology	Level = SL/HL, Score = 4	Course = PSY 100 Level Elective	award 4 credits
Social & Cultural Anthropology	Level = SL/HL, Score = 4	Course = ????	???
World Religions	Level = SL/HL, Score = 4	Course = RL-250	award 4 credits
SCIENCE			
Biology	Level = SL/HL, Score = 4	Course = SC-120 & SC-120L	award 4 credits
Chemistry	Level = SL/HL, Score = 4	Course = SC-119 & SC-119L	award 4 credits
Computer Science	Level = SL, Score = 4	Course = General Elective	award 3 credits
Computer Science	Level = HL	Course = MT-268	award 4 credits

Design Technology	Level = SL/HL, Score = 4	Course = General Elective	award 3 credits
Environmental Systems & Societies	Level = SL, Score = 4	Course = Science, no lab Elective	award 3 credit
Physics	Level = SL/HL, Score = 4	Course = PH-231 & PH-231L	award 4 credits
MATHEMATICS			
Mathematics: Analysis & Approaches	Level = SL/HL, Score = 5	Courses: QL-122, MT-123, MT-124, MT-128 waived, MT-152 credits	award 4 credits
Mathematics: Applications & Interpretations	Level = SL/HL, Score = 4	Courses = QL-122, MT-123, MT-124, MT-148 waived, MT-152 credit	award 4 credits

College Level Exams (CLEP)

College Level Exam Placement (CPL) (<https://clep.collegeboard.org/clep-exams/>) Exams

Faculty have not yet evaluated CLEP exams listed below for equivalent Alverno courses, but will do so upon student request.

The CLEP exams below are linked to the CLEP site with further information.

Students can take CLEP exams at MATC.

BUSINESS

- Principles of Macroeconomics (<https://clep.collegeboard.org/clep-exams/principles-macroeconomics/>)
- Principles of Microeconomics (<https://clep.collegeboard.org/clep-exams/principles-microeconomics/>)
- Financial Accounting (<https://clep.collegeboard.org/clep-exams/financial-accounting/>)
- Information Systems (<https://clep.collegeboard.org/clep-exams/information-systems/>)
- Introductory Business Law (<https://clep.collegeboard.org/clep-exams/introductory-business-law/>)
- Principles of Management (<https://clep.collegeboard.org/clep-exams/principles-management/>)
- Principles of Marketing (<https://clep.collegeboard.org/clep-exams/principles-marketing/>)

ENGLISH, LITERATURE & COMPOSITION

- American Literature (<https://clep.collegeboard.org/clep-exams/american-literature/>)
- Analyzing & Interpreting Literature (<https://clep.collegeboard.org/clep-exams/analyzing-interpreting-literature/>)
- College Composition (<https://clep.collegeboard.org/clep-exams/college-composition/>)
- College Composition Modular (<https://clep.collegeboard.org/clep-exams/college-composition-modular/>)

- English Literature (<https://clep.collegeboard.org/clep-exams/english-literature/>)

HISTORY, POLITICAL SCIENCE & SOCIOLOGY

- American Government (<https://clep.collegeboard.org/clep-exams/american-government/>)
- History of the US I: Early Colonization to 1877 (<https://clep.collegeboard.org/clep-exams/history-of-the-us-1/>)
- History of the US II: 1865 to the Present (<https://clep.collegeboard.org/clep-exams/history-of-the-us-2/>)
- Social Sciences & History (<https://clep.collegeboard.org/clep-exams/social-sciences-history/>)
- Western Civilization I: Ancient Near East to 1648 (<https://clep.collegeboard.org/clep-exams/western-civilization-1/>)
- Western Civilization II: 1648 to the Present (<https://clep.collegeboard.org/clep-exams/western-civilization-2/>)
- Introductory Sociology (<https://clep.collegeboard.org/clep-exams/introductory-sociology/>)

HUMANITIES

- Humanities (<https://clep.collegeboard.org/clep-exams/humanities/>)

LANGUAGE

- French Language Levels 1 & 2 (<https://clep.collegeboard.org/clep-exams/french-language/>)
- German Language Levels 1 & 2 (<https://clep.collegeboard.org/clep-exams/german-language/>)
- Spanish Language Levels 1 & 2 (<https://clep.collegeboard.org/clep-exams/spanish-language/>)
- Spanish With Writing Levels 1 & 2 (<https://clep.collegeboard.org/clep-exams/spanish-with-writing/>)

PSYCHOLOGY

- Human Growth & Development (<https://clep.collegeboard.org/clep-exams/human-growth-development/>)
- Introductory Psychology (<https://clep.collegeboard.org/clep-exams/introductory-psychology/>)
- Introduction to Educational Psychology (<https://clep.collegeboard.org/clep-exams/introduction-educational-psychology/>)

SCIENCE & MATHEMATICS

- Biology (<https://clep.collegeboard.org/clep-exams/biology/>)
- Calculus (<https://clep.collegeboard.org/clep-exams/calculus/>)
- Chemistry (<https://clep.collegeboard.org/clep-exams/chemistry/>)
- College Algebra (<https://clep.collegeboard.org/clep-exams/college-algebra/>)
- College Mathematics (<https://clep.collegeboard.org/clep-exams/college-mathematics/>)
- Natural Sciences (<https://clep.collegeboard.org/clep-exams/natural-sciences/>)
- Precalculus (<https://clep.collegeboard.org/clep-exams/prec calculus/>)