

CREDENTIALS FORMS 101

Prior Learning Credit *versus* Academic Exceptions *versus* Credit Evaluations

When to use each form

Prior Learning Credit	Academic Exception Form	Official Credit Evaluation
- When considering any credit for previous work experience or knowledge.	- When substituting one similar completed course for another required course in a specified degree or certificate. Outcomes must be comparable.	- For considerations of any and all general education credit toward a degree or certificate. Transferred general education credits may apply toward multiple degrees or certificates.
- When considering any credit from specialized trainings or classes (National organizations, state organizations, certificates of completion, industry trainings, etc.)	- When requesting to waive a requirement in a prof-tech degree or certificate (should be rare and requires a Dean signature)	- For consideration of prof-tech courses with exact equivalencies from other regionally accredited colleges

When **NOT** to use each form

Prior Learning Credit	Academic Exception Form	Official Credit Evaluation
- If the student is pursuing a transfer degree. Student should consult with a transfer advisor first.	- If only requesting general education credits to be transferred in. That should be done through the Official Credit Evaluation process.	- If there is no official transcript on file at ARRC. Official transcript must be logged in ARRC or submitted with the application, sealed.
- If your division does not accept prior learning assessment (PLA) as a suitable form of assessment for a particular class.	- If a required course in a degree or certificate is continually not offered in the division or the substitution is a "frequent" fix. Instead, a program revision should be made through the CAS processes to allow better choices for students.	- If the institution requested is not regionally accredited. A college that does not have regional accreditation may be considered for prior learning credit.
- If 25% of the degree or certificate already consists of PLA. There is a 25% limited on prior learning credit.	- If considering any work or personal experience as justification for substitutions. That would be Prior Learning Credit and would need to come in through the Prior Learning Credit process.	- If credits are for graduate level classes and higher. These upper division courses may be considered for prior learning credit, unless they are direct equivalents.
	- If multiple substitutions have already been applied. Academic Exceptions should be rare because they may affect the integrity of a program.	- If courses on transcript are listed as incomplete, failing, no credit, etc. And only up to 15 credits of "D" level courses will be transferred in. (1.0-1.9)