



Hagerstown Community College Credit for Prior Learning Application

Name _____ Student ID _____

Program of Study: _____

(Any credits awarded must count towards student's current program of study)

TO BE COMPLETED BY THE FACULTY:

- ☐ **Credit by Exam:** _____
Course Credits Date of Exam Exam Grade (S/U)
- ☐ **Advanced Standing:** After successful completion of _____ during the _____ / _____,
Course Semester / Year
credit will be awarded for _____ / _____ credits.
Course
- ☐ **Credit by portfolio:** _____
Course(s), Credits
- ☐ **Credit by Industry Certification:** _____ / _____
Industry Certification Course(s), Credits

FACULTY: Please remember to attach copies of any documentation used to assess credit via Portfolio and Industry Certificate.

Faculty Comments (required for Advanced Standing, Credit by Portfolio, and Credit by Industry Certification)

I certify that all information I provide to Hagerstown Community College regarding my prior learning is complete, accurate, and my own. I also understand that any credits awarded through Credit for Prior Learning do not count toward HCC's residency requirement, nor are they guaranteed to transfer to other institutions.

Student Signature _____ Date _____

Approvals: (must be obtained in order below)

1) Faculty _____ Date _____
2) Division Director _____ Date _____
3) Associate Dean of Instruction _____ Date _____

FOR FINANCE OFFICE USE ONLY

Payment Received – Credit for Prior Learning Fees: Amount _____ Date _____ Initials _____

Credit for Prior Learning Application Steps to Completion

Step 1: The Credit for Prior Learning application must be completed and signed by the Student and Faculty member.

Step 2: Depending on the type of application, please follow the procedures below:

Credit by Exam:

If the application is for credit by exam, follow these procedures:

1. Student must obtain the Faculty and Division Director signatures on the Credit for Prior Learning form
2. Student must take the completed form and supporting documents to Finance and pay the Credit for Prior Learning fee
3. Student must arrange an exam date with the faculty member
4. After the exam is completed, the faculty member must forward the Credit for Prior Learning form to the Associate Dean of Instruction
5. After the form is signed by the Associate Dean of Instruction, the form and supporting documents are sent to the Registrar

Credit for Advanced Standing:

If the application is for credit for advanced standing, follow these procedures:

1. Student must obtain all signatures on the Credit for Prior Learning form
2. Student must enroll in the course
3. Upon course completion, the student must take the completed form and supporting documents to Finance and pay the Credit for Prior Learning fee
4. Finance then forwards the Credit for Prior Learning form and supporting documents to the Registrar

Credit by Portfolio or Industry Certification:

If the application is for credit by portfolio or industry certification, follow these procedures:

1. Student must present Portfolio/Industry Certification to the faculty
2. Faculty must evaluate the students Portfolio/Industry Certification
3. Student must obtain the Division Director and Associate Dean of Instruction signatures
4. Student must take the form and supporting documents to Finance and pay the Credit for Prior Learning fee
5. Finance then forwards the Credit for Prior Learning form and supporting documents to the Registrar

Step 3: Once the Registrar receives the completed Credit for Prior Learning form and supporting documents, credits will then be posted to the students transcript.

Credit for Prior Learning Guidelines:

- Max 15 credits can be awarded for portfolios, advanced standing, and institutional/challenge exams
- Max 50% of a program (degree, certificate, etc.) can be from non-traditional credits (industry certification, Credit for Prior Learning, CLEP, AP, etc.)
- Max 75% of program (degree, certificate, etc.) can be from non-HCC credits (transfer, Credit for Prior Learning, non-traditional)
- 25% of program must be HCC college level credits

Credit for Prior Learning fees are 60% of the in-county tuition, as well as a \$16 per credit administrative fee. Additional information regarding Credit for Prior Learning can be found in the College Catalog.

Credit for Prior Learning fees are not covered by Financial Aid.