

WESTMORELAND COUNTY COMMUNITY COLLEGE

# Credit for Prior Learning Handbook

2025



## Table of Contents

What is Credit for Prior Learning	1
Awarding Credit for Prior Learning	2
National Standardized Examinations	2
Advanced Placement Exams	3
College Level Examination Program	4
DANTES Subject Standardized Tests	5
International Baccalaureate Exams	6
Cambridge Advanced	7
Departmental Examinations	9
Approved Courses	9
Portfolio Assessment	11
Policies and Procedures	11
Approved Courses	11
Career and Technology Center Courses	12
Students Occupationally and Academically Ready Credits	12
Credit for Certification Based on Published Guides	12
Industry Credentials	12

## What is Credit for Prior Learning

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Students may receive academic credit for prior learning enabling them to begin college work at advanced levels and shorten the time required to obtain degrees, diplomas, or certificates.

Prior learning is experience-based learning attained outside the sponsorship of an accredited postsecondary educational institution (college or university). Credit for Prior Learning (CPL) may be awarded for learning acquired from work and life experiences; community and volunteer extension courses; individual study and reading; civic, community, and volunteer work; military; and participation in informal courses and in-service training sponsored by associations, business, government, and industry. CPL is not awarded for the experience, but for demonstration of equivalent knowledge, skills, or competencies that were a result of the experience.

“College-level credit granted toward the award of a postsecondary degree or certificate for experiential learning that can be demonstrated through various means of assessment to be the equivalent of learning gained through formal collegiate instruction, including an Advanced Placement Program exam, International Baccalaureate Diploma Program exam, a College-Level Examination Program exam and DANTES Subject Standardized Tests.” (School Code ACT 55)

This guide is designed to help students take advantage of the opportunities that Westmoreland County Community College offers to award CPL.

Students should review the Westmoreland website ([www.westmoreland.edu](http://www.westmoreland.edu)) and current college catalog to see course requirements for specific degree, diploma, or certificate programs, and to determine courses for which they feel they have relevant, equivalent, college-level learning. Interested students should also meet with an academic advisor to discuss the different methods and steps for requesting CPL, and for transfer information. It should not be assumed that credits earned through prior learning will be accepted at another institution.

Credits obtained for prior learning are recorded with a grade of CR and are not used in the computation of grade point average. These credits are not applied to VA benefits, Social Security benefits, or scholastic honors. No more than 50% of a degree program, diploma, or certificate conferred by Westmoreland can be earned through CPL.

## Awarding Credit for Prior Learning

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### National Standardized Examinations

Enrolled students who can document an acceptable score on an approved standardized exam may receive college credit. Test fees may apply if the examination is taken in our Testing Center but there is no charge for transcribing the credit. Currently approved examination programs include:

- Advanced Placement (AP) - A program authorized by the College Board that allows a student to study college-level subjects while enrolled in high school and to receive advanced placement and college credit for earning a qualified score on the course-related Advanced Placement Program exam. Credit may be awarded to students who attain a score of three or higher on the College Board Advanced Placement Examination. Students must have official Advanced Placement Examination scores sent directly to the Westmoreland Admissions Office to be considered for credit.
- College-Level Examination Program (CLEP) - A set of standardized tests developed by the College Board for various subjects, and on which a qualifying score can be used to earn college credit.
- Defense Activity for Nontraditional Educational Support (DANTES/DSST) - A set of subject exams approved by the American Council on Education (ACE) that tests knowledge of both lower-level and upper-level college material. Credit may be awarded to students who take the DANTES exam for skills acquired during military service. Also, military courses may be submitted for review on an individual basis. Credit is normally awarded based upon the recommendations of the ACE.
- International Baccalaureate (IB) – The "International Baccalaureate Diploma Program" is an academically challenging two-year precollege diploma program comprised of three core requirements and six academic subject areas with final examinations that prepare students, 16 to 19 years of age, for higher education and life in a global society.
- Cambridge Advanced - The Cambridge AICE (*Advanced International Certificate of Education*) program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels." To qualify for college credit, students must earn an appropriate passing score on the nationally administered exam.

To request credit, official scores must be sent to the Enrollment Center, 145 Pavilion Lane, Youngwood, PA 15697.

*Advanced Placement Exams*

Advanced Placement tests will be accepted for credit at or above the ACE recommended cut-off scores. The following scores and course equivalents have been approved by the Westmoreland Academic Affairs Committee.

Exam	Minimum Score	Equivalent	Credits
African American Studies	3	HUM 803	3
Art History	3	ART 155	3
Biology	3	BIO 155	4
Calculus AB	3	MTH 172	4
Calculus BC	3	MTH 173	4
Chemistry	3	CHM 150/151	4
Chinese Language and Culture	3	HUM 808	8
Comparative Government & Politics	3	POL 803	3
Computer Science A	3	CPT 163	3
Computer Science Principles	3	CPT 145	3
English Language and Composition	3	ENG 161	3
English Literature and Composition	3	ENG 255	3
Environmental Science	3	BIO 120	3
European History	3	HIS 155 & 156	6
French Language and Culture	3	FRN 155 & 156	8
German Language and Culture	3	GER 155 & 156	8
Human Geography	3	GEO 155	3
Italian Language and Culture	3	HUM 808	8
Japanese Language and Culture	3	HUM 808	8
Latin	3	HUM 808	8
Macroeconomics	3	ECN 255	3
Microeconomics	3	ECN 256	3
Music Theory	3	HUM 803	3
Physics 1: Algebra Based	3	PHY 155	4
Physics 2: Algebra Based	3	PHY 156	4
Physics C: Electricity and Magnetism	3	PHY 256	5
Physics C: Mechanics	3	PHY 255	5
Precalculus	3	MTH 170	3
Psychology	3	PSY 160	3
Spanish Language and Culture	3	SPA 155 & 156	8
Spanish Literature and Culture	3	SPA 255 & 256	6
Statistics	3	MTH 160	3
Studio Art: 2-D Design	3	ART 160	3
Studio Art: 3-D Design	3	ART 161	3
Studio Art: Drawing	3	ART 162	3
United States Government and Politics	3	POL 155	3
United States History	3	HIS 255 & 256	6
World History	3	HIS 268 & 269	6

*College Level Examination Program*

College Level Examination Program subject exams will be accepted for credit at or above the ACE recommended cut-off scores. The following scores and course equivalents were approved by the Westmoreland Academic Affairs Committee.

CLEP Exams	Minimum Score	Equivalent	Credits
American Government	50	POL 155	3
American Literature	50	HUM 803	3
Analyzing and Interpreting Literature	50	ENG 255	3
Biology	50	BIO 155	4
Calculus	50	MTH 172	4
Chemistry	50	CHM 150/151	4
College Algebra	50	MTH 157	3
College Composition	50	ENG 161	3
College Composition Modular	50	ENG 161	3
College Mathematics	50	MTH 161	3
English Literature	50	HUM 803	3
Financial Accounting	50	ACC 155	3
French Language: Level 1	50	FRN 155	4
French Language: Level 2	59	FRN, 155, 156, 255	11
German Language: Level 1	50	GER 155	4
German Language: Level 2	60	GER 155, 156, 255	11
History of the United States I	50	HIS 255	3
History of the United States II	50	HIS 256	3
Human Growth and Development	50	PSY 161	3
Humanities	50	HUM 803	3
Information Systems	50	CPT 145	3
Introduction to Educational Psychology	50	PSY 165	3
Introductory Business Law	50	BUS 205	3
Introductory Psychology	50	PSY 160	3
Introductory Sociology	50	SOC 155	3
Natural Science	50	BIO 803	3
Precalculus	50	MTH 170	3
Principles of Macroeconomics	50	ECN 255	3
Principles of Management	50	BUS 158	3
Principles of Marketing	50	BUS 245	3
Principles of Microeconomics	50	ECN 256	3
Social Sciences and History	50	SSH 806	6
Spanish Language: Level 1	50	SPA 155	4
Spanish Language: Level 2	63	SPA 155, 156 255	11
Spanish with Writing Language: Level 2	65	SPA 155, 156, 255, 256	14
Western Civilization I: Ancient Near East to 1648	50	HIS 155	3
Western Civilization II: 1648 to the Present	50	HIS 156	3

*DANTES Subject Standardized Tests*

DANTES Subject Standardized Tests (DSST) will be accepted for credit at or above the ACE recommended cut-off scores. The following scores and course equivalents were approved by the Westmoreland Academic Affairs Committee.

Exam	Minimum Score	Equivalent	Credits
A History of the Vietnam War	400	HIS 803	3
Art of the Western World	400	ART 155	3
Astronomy	400	EPS 150	4
Business, Ethics and Society	400	PHL 803	3
Business Mathematics	400	BUS 120	3
Criminal Justice	400	CRJ 155	3
Environmental Science	400	BIO 120	3
Ethics in America	400	PHL 161	3
Foundations of Education	400	EDU 803	3
Fundamentals of College Algebra	400	MTH 157	3
General Anthropology	400	ANT 803	3
History of the Soviet Union	400	HIS 803	3
Human Resource Management	400	BUS 241	3
Human/Cultural Geography	400	GEO 155	3
Introduction to Business	400	BUS 140	3
Introduction to Geography	400	GEO 803	3
Introduction to Geology	400	EPS 163	4
Introduction to Law Enforcement	400	CRJ 162	3
Introduction to World Religions	400	REL 171	3
Lifespan Developmental Psychology	400	PSY 161	3
Money and Banking	400	ECN 260	3
Math for Liberal Arts	400	MTH 161	3
Principles of Advanced English Composition	400	ENG 161	3
Organizational Behavior	400	BUS 275	3
Personal Finance	400	FIN 155	3
Principles of Finance	400	FIN 220	3
Principles of Public Speaking	400	SPC 155	3
Principles of Statistics	400	MTH 160	3
Principles of Supervision	400	BUS 258	3
Drug and Alcohol Dependency	400	SWK 172	3
Technical Writing	400	ENG 162	3
The Civil War and Reconstruction	400	HIS 249	3
Computing & Info Tech	400	CPT 145	3
Ethics in Technology	400	CIS 255	3
Management Information Systems	400	BUS 803	3
Fundamentals of Cyber Security	400	CIS 168	3
Health & Human Development	400	PSY 161	3
Fundamentals of Counseling	400	SWK 803	3

*International Baccalaureate Exams*

International Baccalaureate courses will be accepted for credit for those who have passed the higher level subject examinations at a satisfactory level. The following scores and course equivalents were approved by the Westmoreland Academic Affairs Committee.

Exam	Cutoff Score	Equivalent	Credits
Art	4	ART 155	3
Biology	5	BIO 155	4
Business Management	4	BUS 158	3
Chemistry	5	CHM 150/151	4
Computer Science	5	CPT 145/CPT 150	6
Economics	4	ECN 255/ECN 256	6
History	4	HIS 255/HIS 256	6
English A: Literature HL	5	ENG 255	3
English B HL	5	HUM 803	3
Mathematics HL	4	MTH 170	3
Further Mathematics HL	4	MTH 172	4
Geography HL	3	GEO 803	3
Language B – French	4	FRN 155	4
Language B – Spanish	4	SPA 155	4
Mathematics	4	MTH 157	3
Music	4	MUS 155	3
Philosophy	5	PHL 160/PHL 170	6
Physics	4	PHY 153	3
Psychology	4	PSY 160	3
Info Tech in a Global Society	5	CPT 145	3
Dance	4	HUM 803	3
Film	4	HUM 803	3
Theatre	4	HUM 803	3
Visual Arts	4	HUM 803	3
History SL	4	HIS 267	3
History HL	4	HIS 268	3
German	4	GER 155	4
Greek	4	HUM 804	4
Italian	4	HUM 804	4
Latin	4	HUM 804	4
Portuguese	4	HUM 804	4
Design Technology	4	GCT 803	3



*Cambridge Advanced*

Cambridge Advanced courses will be accepted for credit for those who have passed the higher level subject examinations at satisfactory level. The following scores and course equivalents were approved by the Westmoreland Academic Affairs Committee.

Exam	Level	Equivalent	Credits
Accounting	A	ACC 155 & 156	6
Accounting	AS	ACC 155	3
Applied ICT-Information, Communication Tech	A	GCT 215	3
Applied ICT-Information, Communication Tech	AS	GCT 115	3
Art and Design	A	ART 160 & 162	6
Art and Design	AS	ART 162	3
Biology	A	BIO 155 & 156	8
Biology	AS	BIO 804	4
Business Studies	A	BUS 140 & 158	6
Business Studies	AS	BUS 140	3
Chemistry	A	CHM 150/151 & 160/161	8
Chemistry	AS	CHM 150 & 151	4
Classical Studies	AS	HUM 803	3
Computing	A	CPT 145 & 150	6
Computing	AS	CPT 150	3
Design and Technology	A	GCT 215	3
Design and Technology	AS	GCT 115	3
Divinity	A	REL 806	6
Divinity	AS	REL 803	3
Economics	A	ECN 255 & 256	6
Economics	AS	ECN 255	3
English	A	ENG 161 & 164	6
English - Literature in English	A	ENG 200 & 255	6
English- English Lang or Lang & Literature in English	AS	ENG 255	3
English - Literature in English	AS	ENG 255	3
Environmental Management	AS	BIO 120	3
French	A	FRN 155 & 156	8
French Language	AS	FRN 255	3
French Literature	AS	HUM 803	3
Geography	A	GEO 155 & 160	7
Geography	AS	GEO 155	3
Technical Writing	A	ENG 162	3
The Civil War and Reconstruction	AS	HIS 249	3
History, European History, c.1789-1941	A	HIS 156	3
History, International Relations/History, c.1871-1991	A	HIS 269	3
History, International Relations/History, c.1871-1945	AS	HIS 269 & 257	6
History, US History, c.1840-1941	AS	HIS 255	3
History, US History, c.1840-1990	A	HIS 256	3
Physics	A	PHY 155 & 156	8
Physics	AS	PHY 107	4
Psychology	A	PSY 160	3
Sociology	A	SOC 155	3
Spanish	A	SPA 255	3

Spanish Language	AS	SPA 155 & 156	8
Spanish Literature	AS	HUM 803	3
Thinking Skills	A	HUM 156	3

## Departmental Examinations

Enrolled students who wish to demonstrate learning that is equivalent to a Westmoreland credit course may request to be examined and have their learning evaluated by a Westmoreland subject matter expert. The examination method may be written, oral, skill demonstration, or a combination of all three at the discretion of the examining discipline. Students may only take departmental exams for the courses listed in the following section. If the student passes the examination, the course will be transcribed in the semester the exam is taken.

Students may demonstrate mastery of Westmoreland courses and obtain credit by taking examinations except for the following:

- Developmental courses
- A course for which a grade has been previously issued (A, B, C, D, F, I)
- A course which is a prerequisite for a course previously completed
- A course currently registered for

Students must complete the Petition for Credit by Examination form to apply. This form is available in the division offices and at the Student Information Center. A fee is charged for each exam. Passing the exam is recorded on the transcript with CR. Failure to pass the exam is not recorded. Departmental exams may be attempted only once per course. A student must earn a "C" or better to be awarded credit by examination.

### Approved Courses

The following courses have been approved for departmental exams by the Westmoreland Academic Affairs Committee.

Course	Title	Credits
ACC_120	Quickbooks	1
ACC_155	Accounting I	3
ACC_234	Accounting Software Applications	3
ALH_122	Medical Terminology	3
ARC_105	Architectural Drafting I	4
ARC_210	Architectural Autocad I	4
ART_160	2-D Design	3
ASL_101	American Sign Language I	3
ASL_102	American Sign Language II	3
BIO_107	Human Biology	3
BIO_155	General Biology I	4
BUS_120	Mathematics of Business	3
CHM_120	Chemistry and Laboratory Safety	2
CPT_145	Intro To Comp. Tech.	3
CPT_150	Microcomputer Concepts	3
CPT_160	Introduction To Programming	3
CPT_163	Java Programming I	3
CPT_182	Operating Systems	3
CPT_248	PC Hardware	3

CPT_249	PC Troubleshooting	3
CPT_262	Windows Client Server	3
DFT_105	Technical Drafting I	4
DFT_258	Autocad	4
DFT_267	3D Solid Modeling II	4
DTT_111	Introduction to Dietetics	3
ECE_187	Child Care Management	3
ECE_191	Assessment and Observation	3
EGR_105	Manufacturing Procedures	3
EGR_220	Intro To Statics & Strength of Materials	3
RBT_111	Electrical Components	4
RBT_121	Mechanical Components and Electric Motors	4
ENG_255	Introduction To Literature	3
GCT_100	Design Technology	1
GCT_131	Type & Publishing I	3
GCT_151	Art & Illustration I	3
GCT_161	Digital Imaging & Editing I	3
GCT_261	Digital Imaging & Editing II	3
HAC_101	Introduction to Refrigeration/Air Conditioning	4
HAC_280	Residential Wiring	3
HAC_290	EPA Refrigerant Exam Prep	3
HCM_130	A&P For Medical Office	3
HCM_145	Medical Office Procedures	3
VPP_150	Video Editing	3
VPP_160	Basic Photography	3
MTH_100	Intermediate Algebra	3
MTH_104	Introduction to Applied Mathematics	4
MTH_157	College Algebra	3
MTH_170	College Precalculus	3
MTH_172	Analytical Geom. & Calculus I	4
MTH_173	Analytical Geom. & Calculus II	4
MTT_111	Machining I	4
OFT_100	Basic Keyboarding	1
OFT_110	Document Processing I	3
OFT_190	Word For Windows	3
PHY_255	Engineering Physics I	5
PHY_256	Engineering Physics II	5
PSY_160	General Psychology	3
PSY_161	Human Growth and Development	3
RLS_101	Fundamentals of Real Estate	2
RLS_104	Real Estate Practices	3
SPA_155	Beginning Spanish I	4
WEL_209	Industrial Maintenance	3

## Portfolio Assessment

Portfolio assessment allows students to present prior learning experiences in portfolio format. Credit courses are awarded after portfolio evaluation by subject matter experts who have portfolio training. Check with the division dean to verify availability of portfolio assessment for the course.

### *Policies and Procedures*

1. Credit will be awarded only for those courses directly applicable to the student's declared program. CPL may be applied toward the courses in programs only for the purposes of satisfying graduation requirements.
2. A student may use CPL to fulfill all graduation requirements except for mandatory institutional requirements; however, no more than 50% of the degree can be earned through CPL. Depending on the method of awarding credit, the hours may be elective credit only, or may satisfy some particular requirement (e.g. social science), or may be considered equivalent to an existing Westmoreland course.
3. All work assessed for CPL must meet or exceed "C" level work, as determined by the college.
4. The student must be enrolled during the semester the credit is awarded.
5. The maximum prior learning credit applicable toward graduation is 30 credit hours, from any combination of all CPL methods.
6. If CPL is applied to the degree requirements, transferability and transfer guarantees may be affected. Consult a Westmoreland advisor for details. Students planning to transfer to another college or university should also contact the receiving institution to determine the acceptability of transferred CPL.
7. Westmoreland decisions to award credit are final.
8. Prior learning experiences shall be evaluated only if requested by the student.
9. Cost of prior learning credit is not covered by federal financial aid.

### *Approved Courses*

The following courses have been approved for portfolio assessment by the Westmoreland Academic Affairs Committee.

Course	Title	Credits
BIO_120	Environmental Issues	3
BUS_158	Principles Of Management	3
BUS_240	Techniques of Selling	3
CRJ_160	Criminal Law I	3
CRJ_262	Crime Prevention	3
CRJ_263	Investigative Concepts	3
CRJ_276	Community Relations	3
CRJ_296	Intro To Criminalistics	3
DTT_111	Introduction to Dietetics	3
ENG_161	College Writing	3
ENG_162	Technical Communication	3
ENG_163	Business Communication	3
ENG_164	Advanced Composition	3
HCM_145	Medical Office Procedures	3
HCM_155	Introduction to Electronic Health Record	3

HCM_165	Law & Ethics for Healthcare	3
HCM_199	Medical Internship	3
RLS_205	Property Management	3
SWK_155	Introduction to Social Work	3
SWK_258	Social Work Practicum I	4
SWK_259	Social Work Practicum II	4
HPE_156	Health and Physical Education	3
HPE_176	Aerobics/Weight Training	1
OFT_140	Office Procedures	3
SPC_156	Interpersonal Communication	3
WEL_209	Industrial Maintenance	3
WEL_221	Metal Fabrication	4
WEL_230	Pipe Welding	3

## Career and Technology Center Courses

Students may receive credit for approved occupational courses completed at area career and technology centers.

### Students Occupationally and Academically Ready Credits

Visit the [Students Occupationally and Academically Ready \(SOAR\) page](#) on the Westmoreland website for a list of the approved SOAR and high school articulated credits.

### Credit for Certification Based on Published Guides

Enrolled students who can document completion of an approved apprenticeship or industrial/corporate training program, may request credit by certification. Westmoreland awards credit based on published guidelines of the ACE. To request credit by certification, contact the Enrollment Center.

### Industry Credentials

Enrolled students who have current industry credentials that are not addressed by the ACE guides may request credit by certification. The student will need to supply documentation of any valid industry certification awarded, and time limits may apply for certain programs of study. Determination of equivalent Westmoreland course credit, if any, will be at the discretion of Westmoreland subject matter experts and the division dean. To request credit, contact the division dean of the course.

Industry Certification Credential	Course	Westmoreland Course Title	Credits
CompTIA A+	CPT 183	Local Area Networks	3
CompTIA Network+	CPT 248	PC Hardware	3
EPA 608	HAC 290	EPA Refrigerant Exam Preparation	3