



## ACADEMIC CREDIT BY PRIOR LEARNING (ACPL) ASSESSMENT INFORMATION SHEET

Prior learning is processed for students who are currently registered for classes at Shoreline Community College. See [Procedures](#) for [Policy 5164](#), *Awarding Academic Credit by Prior Learning Assessment*. The types of prior learning that Shoreline will evaluate are listed below and on the reverse side of this form. As applicable, official transcript(s), test score(s), or other documentation must be on file in Enrollment Services. Fee(s), if applicable, are based on the type of prior learning assessment:

Prior Experiential Learning	Extra-Institutional Learning	Credit by Testing (AP, IB)	Course Challenge
\$200 per course fee	No fee, as assessment is based on crosswalks	No fee, as assessment is based on course equivalencies charts	\$200 per course fee

### GENERAL INFORMATION

- Only one petition for any type of prior learning may be submitted per equivalent course. ACPL may not be available for every course or discipline.
- ACPL is awarded only for college-level learning and must be tied to existing courses and learning outcomes. Note: credit for AP and IB test scores credit is awarded by Shoreline after submission of official scores to Enrollment Services.
- Students must be enrolled at Shoreline during the quarter in which they would like consideration for ACPL.
- Students may not petition for ACPL for a course which they have previously taken or audited. ACPL will not replace a pre-existing grade for a course.
- Credit will not be granted to students previously receiving ACPL from another accredited institution of higher learning.
- Prior Experiential Learning (PEL) credits awarded shall not exceed 25% of the credits required for the Shoreline program, degree, or certificate. PEL will not be awarded for a course which has a challenge exam.
- ACPL will be identified on the student's transcript. To earn a Shoreline degree or certificate, a student must earn at least 25 credits or 25% of the total required credits (whichever is lower) at Shoreline. **Some colleges and universities may not accept ACPL in transfer. Students are responsible for checking restrictions at their chosen transfer institution.**
- Credit will not be automatically awarded for a course (prerequisite or lower-level) that was bypassed once a student has taken a higher-level course in the series. A separate petition may be completed for this.
- ACPL is either given for an entire course or not at all. No partial credit will be awarded.
- Only a pass/no credit (P/NC) grade will be given for ACPL. If assigned NC, the ACPL will not appear on the student's transcript.
- Any dishonesty or fraudulent information included in a portfolio will disqualify it from consideration. The College may retract at any time ACPL gained fraudulently.
- Note: For completed coursework at a college or university that is regionally or nationally accredited, or recognized but outside the US, please [request a transcript evaluation](#).

### TO RECEIVE ACPL:

- A. Prior Experiential Learning (PEL): complete *Petition for Credit by Prior Experiential Learning*.
- B. Extra-Institutional Learning (EIL): complete *Petition for Credit by Extra-Institutional Learning*; submit training records and/or certification from business, industry, agencies, academies, or the military.
- C. Credit by Testing: submit Advanced Placement (AP) or International Baccalaureate (IB) official test score(s) or grade(s).
- D. Course Challenge: complete *Petition for Credit by Course Challenge*.

See reverse side of this page for more information on each category.

All official documentation should be sent to:

**Shoreline Community College  
Enrollment Services  
16101 Greenwood Avenue North  
Shoreline, WA 98133-5696**

The College reserves the right to change courses, programs, degrees and requirements. It is the student's responsibility to be aware of correct information by routinely checking with Enrollment Services and/or advisors. Requirements applicable to all certificates and degrees are published in the College Catalog. Nothing contained herein shall be construed to create any offer to contract or any contractual rights. For more information: Shoreline Community College, 16101 Greenwood Avenue North, Shoreline, WA 98133-5696, [www.shoreline.edu](http://www.shoreline.edu) or (206) 546-4101.

## ADDITIONAL INFORMATION

Additional information may be found below and also at Shoreline Community College's ACPL [webpage](#).

### PRIOR EXPERIENTIAL LEARNING (PEL)

Knowledge and skills acquired through experience alone, evaluated subjectively by faculty via an evaluation of a compilation of work (i.e., portfolio). May not be available for all courses. Student may need to show experiential learning for relevant prerequisite course outcomes as well as the petitioned course. If challenge exam exists for a course, credit by PEL will not be awarded. Instead, pursue Course Challenge (see below). Fee: \$200 per course petitioned, whether awarded or not. Procedures are outlined in the [Petition for Credit by Prior Experiential Learning](#).

### EXTRA-INSTITUTIONAL LEARNING (EIL)

Knowledge and skills acquired outside the institution and objectively verified through third-party certifications or industry-recognized testing/training. Shoreline has reviewed certain professional programs which are recognized regionally/nationally for certificates and training programs conducted within. Clear criteria have been established for assigning credits for these programs, therefore further review/assessment is unnecessary. Certificates or professional training experiences for which clear criteria do not exist may be reviewed for credit through the PEL or Course Challenge. No fee, as assessment is based on crosswalks of approved training to Shoreline courses. Procedures are outlined in the [Petition for Credit by Extra-Institutional Learning](#).

### CREDIT BY TESTING: ADVANCED PLACEMENT (AP) and INTERNATIONAL BACCALAUREATE (IB)

Request AP test scores be sent to Shoreline by going to the Collegeboard [webpage](#). The International Baccalaureate® (IB) provides an official transcript of grades for the Diploma Programme (DP). Request IB [transcripts](#) be sent to Shoreline. No fee, as assessment is based on course equivalencies charts.

### COURSE CHALLENGE

Course challenge examinations are sufficiently comprehensive to determine that students have the same knowledge and skills as those students who enroll in, and successfully complete, the course. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or ability equivalent to the course completers.

Course challenge exams may be taken only ONCE per course. Not all courses offer Course Challenge examinations. Fee: \$200 per course petitioned, whether awarded or not. Procedures are outlined in the [Petition for Credit by Course Challenge](#).