

# Montgomery College Guidelines for Credit for Prior Learning



# Montgomery College

## Guidelines for Credit for Prior Learning

July 1, 2025

**Office of Learning Recognition and Advancement**  
*Office of Student Equitable Access and Student Success*

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# OVERVIEW OF CREDIT FOR PRIOR LEARNING

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## Credit for Prior Learning (CPL)

Credit for prior learning (CPL) refers to college credit awarded for documented evidence-based college-level work, experience, industry certifications, industry licensures, apprenticeships, or assessments completed outside the traditional college classroom. College-level work, experiences, industry certifications, industry licensures, apprenticeships, or assessments may include noncredit courses that have established internal articulation agreements with their credit counterparts; industry/agency training that has documented evidence-based crosswalks and established agreements with the college; military courses and training; government professional development approved courses; apprenticeships; industry certifications or licensures; American Council on Education (ACE) College Credit recommendations; National Testing Service Credit by Examination: Advanced Placement (AP), International Baccalaureate (IB), College-Level Examination Program (CLEP), DSST (*formerly* DANTES Subject Standardized Tests), Cambridge A/AS Level

Exams; Institutional Credit by Exam (CE); and Institutional Credit by Portfolio.

## **Why Credit for Prior Learning (CPL)**

Montgomery College prioritizes the academic success of all its students as a central institutional objective. Recognizing the diverse work and life experiences, intellectual interests, and prior learning that students bring with them, the College acknowledges that such experiences often equate to college-level competencies. By offering structured opportunities for students to earn Credit for Prior Learning (CPL), Montgomery College advances its broader transformational goal of cultivating a robust college-going culture across the county — particularly in communities where higher education has historically been the exception rather than the norm. The Board of Trustees “endorses a process through which students may receive credit for prior learning”, as outlined in Policy 58002: *Educational Program: Assessment Testing, Course Placement, and Credit for Prior Learning*.

Credit for Prior Learning (CPL) serves as a strategic tool to advance students’ academic standing and accelerate their progress toward degree or certificate completion. By providing students with formal evaluation and recognition of prior learning, CPL reduces the number of courses they must complete, thereby shortening students’ time to graduation and decreasing



their financial costs. Beyond supporting individual student outcomes, CPL also contributes to institutional priorities by improving student retention, boosting student completion rates, and promoting more equitable access for students to post-secondary credentials.

# DEFINITIONS OF CREDIT

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## **Credit for Prior Learning (CPL)**

Credit for Prior Learning (CPL) refers to college credit awarded for documented, evaluated, and approved college-level learning acquired outside the traditional classroom setting. This may include relevant work experience, industry-recognized certifications or licensures, apprenticeships, military training, or standardized assessments.

### [CPL Contact Information](#)

Office of Learning Recognition and Advancement

Email: [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)

## **High School: Career and Technical Education (CTE) Credit**

Career and Technical Education (CTE) articulation agreements allow eligible high school students to earn college credit at Montgomery College by successfully completing designated courses in approved programs offered through Montgomery County Public Schools (MCPS). To receive credit, students

must meet all eligibility requirements and declare a related program of study at Montgomery College.

### CTE Contact Information

Office of Learning Recognition and Advancement

Email: [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)

For detailed information on high school CTE programs and to view the complete list of articulation agreements between Montgomery College and MCPS, please visit:

[Montgomery College Career and Technology Education \(CTE\)](#)

## **Transfer Credit**

Montgomery College accepts college credits earned at regionally accredited institutions in the United States, as well as approved and evaluated higher education transcripts from institutions outside the United States.

### Transfer Credit Contact Information

Montgomery College Transcript Evaluators

Email: [Transfercredit@montgomerycollege.edu](mailto:Transfercredit@montgomerycollege.edu)

# OFFICE OF LEARNING RECOGNITION AND ADVANCEMENT

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The Office of Learning Recognition and Advancement provides institution-wide leadership and comprehensive support for all aspects of Credit for Prior Learning (CPL). Working in collaboration with academic disciplines, the office helps identify, assess, and align CPL opportunities with program and course curricula through a rigorous and well-documented process. It offers faculty and administrators clear guidance on CPL academic regulations, procedures, and documentation to ensure consistency, accountability, and compliance across the College. At the same time, the office supports students in understanding CPL options, guiding them through the submission and evaluation process, and ensuring that awarded credits are accurately reflected on official transcripts. Through these coordinated efforts, the Office of Learning Recognition and Advancement plays a critical role in integrating prior learning into academic pathways, supporting the College's goals of operational efficiency, educational equity, student success, and increased access to meaningful postsecondary credentials.

## Contact Information

- Office of Learning Recognition and Advancement
  - 900 Hungerford Drive, Mannakee (MK) 342
  - Rockville, MD 20850
- Email: [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)
- Website: [Credit for Prior Learning | Montgomery College, Maryland](#)



# ACADEMIC REGULATIONS: MAXIMUM NUMBER OF CREDITS AND U.S. ARMED SERVICES

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## **Credit for Prior Learning: Maximum Number of Credits**

Credit for prior learning (CPL) awarded cannot duplicate previously earned credits at Montgomery College or credits transferred to Montgomery College.

- “The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of competencies, and portfolio assessment, cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate” (MC Academic Regulations, 3.7.A.2).
  - “The maximum credits from national testing services (CLEP or AP) cannot exceed 30 credit hours

for an associate's degree or 50 percent of the credit hours required for a certificate" (Academic MC Regulations AY 24-25, 3.7.A.2.1).

- "The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate" (MC Academic Regulations AY 24-25, 3.7.A.2.2).

## **Credits Granted for Courework Done in the U.S. Armed Services**

"All evaluations of credits shall be made on the basis of recommendation issued by the American Council on Education (ACE) via The ACE Military Guide" (MC Academic Regulations, 3.8.A).



# TRANSFER OF CREDIT FOR PRIOR LEARNING (CPL)

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Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

## **Transfer of Credit for Prior Learning (CPL) to Montgomery College**

Montgomery College does not accept Credit for Prior Learning (CPL) awarded by other higher education institutions. According to *Academic Regulations and Standards*, Procedure 53001CP, Section 3.2:

- “Credit earned at any institution shall be transferable as

long as the credit was designed specifically for a college program.”

However, students who previously were awarded CPL credits at another U.S. accredited institution may still pursue CPL at Montgomery College through the following options:

- Institutional Credit by Examination (CE): Students may request to take a departmental credit-by-exam, if available, to demonstrate subject-matter proficiency.
- Submission of Prior CPL Documentation: Students may submit original documentation or official assessment scores related to CPL awarded by a previous institution to the Office of Learning Recognition and Advancement. If the student meets eligibility criteria, the office will conduct a review to determine if CPL credit may be awarded through Montgomery College’s CPL process.

## **Transfer of Credit for Prior Learning (CPL) from Montgomery College to Other Higher Education Institutions**

Each higher education institution establishes its own policies regarding the acceptance and awarding of Credit for Prior Learning (CPL), including how such credits may transfer. Institutions are not required to accept CPL credits in the same man-

ner as Montgomery College, and similarly, Montgomery College may not recognize CPL credits awarded by other institutions.

Students are strongly encouraged to consult with a counselor or academic advisor to understand how CPL credits apply to their program of study at Montgomery College. In addition, students should contact prospective transfer institutions directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended degree program.

It is important to note that while Montgomery College grants CPL credit, these credits **do not automatically transfer** to four-year colleges or universities. The receiving institution determines whether and how CPL credits will be accepted.

Montgomery College currently maintains transfer agreements that include the acceptance of CPL credits with select institutions, including:

- University of Maryland Global Campus (UMGC)

For more information and to view the complete list of Montgomery College's transfer agreements with other institutions, please visit:

[Transfer Agreements and Information by Institution or by Major/Area of Study | Montgomery College, Maryland](#)



# NATIONAL TESTING SERVICES CREDIT BY EXAMINATIONS

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**National Testing Service Credit by Examinations** refers to **college credit awarded based on standardized exams** administered by nationally recognized testing services. These exams assess a student's knowledge in specific subject areas and are designed to validate college-level learning gained outside the traditional classroom—such as through work experience, independent study, or military training.

## Common National Testing Services Include

- **CLEP (College-Level Examination Program)** – administered by the College Board
- **DSST (DANTES Subject Standardized Tests)** – administered by Prometric
- **Advanced Placement (AP)** – for high school students, administered by the College Board

- **International Baccalaureate (IB)** – recognized globally, with standardized exams
- **Cambridge International Exams (A/AS Levels)** – for students in international programs

## Purpose

These exams allow students to:

- Demonstrate proficiency in a subject
- Accelerate degree completion
- Save time and tuition by earning college credit for what they already know

## Montgomery College

Credit for national testing service examinations is awarded based on:

- Minimum qualifying scores
- Course equivalency evaluations by faculty
- Institutional credit transfer and CPL policies

Always consult the **Office of Learning Recognition and Advancement** or your **academic advisor** for the most current exam-to-credit equivalency charts and procedures.

# CAMBRIDGE AS AND A LEVEL EXAMS

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The University of Cambridge Press & Assessment developed globally recognized exams in various subject areas to help students earn college credit for their college-level learning outside the traditional classroom.

- Montgomery College may award credit for prior learning (CPL) based on successful completion of [Cambridge International AS and A Level examinations](#). To request a review of potential credit for prior learning (CPL), contact the Office of Learning Recognition and Advancement at [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)

## Eligibility

Montgomery College **does not** administer Cambridge International AS or A Level examinations. For information regarding eligibility and registration for these exams, please visit the official Cambridge International website: [Cambridge International AS & A Levels](#).



## Grades and GPA

Credit for prior learning (CPL) earned through Cambridge International AS and A Level examinations will be recorded on the transcript as:

*CPL Credit by National Testing: Cambridge AS and A Level Exam.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credit for prior learning (CPL) awarded through Cambridge AS or A Level exams:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees for the Cambridge AS and A Level Exams

Montgomery College **does not** administer the Cambridge AS and A Level Exams. All fees are assessed through Cambridge International. For information on applicable fees for the Cambridge AS and A Level Exams, visit the following Cambridge

International A/AS website: [Cambridge International AS & A Levels](#)

## **Transfer Information**

Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

# COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) EXAMS

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The College-Level Examination Program (CLEP) allows students to earn college credit for existing knowledge by achieving qualifying scores on any of the 38 exams recognized by Montgomery College. For a list of accepted exams, course equivalencies, and required passing scores, visit the Montgomery College CLEP Exams and MC Equivalencies webpage at the following link: [CLEP Exams and MC Equivalencies | Montgomery College, Maryland](#)

## Eligibility and Process

- College-Level Examination Program (CLEP) exams can be taken at the Montgomery College Assessment and Testing Centers on any campus or through a remote option via the **College Board**.
  - Montgomery College Assessment and Testing Centers: [Register for College-Level Examination Program \(CLEP\) Exams | Montgomery College](#),

### Maryland

- Montgomery College CLEP Registration form online: [Montgomery College CLEP Test Center Registration Form | Montgomery College, Maryland](#)
- The **College Board** remote option to take a CLEP exam at home. See [Take a CLEP Exam with Remote Proctoring](#) for more information and details on pricing and requirements.
- Visit [Register for the CLEP Test](#) for information on how to register, forms, costs, test dates, and additional locations. When registering, make sure to have your scores sent to MC; the MC CLEP code is 5440.

## Grades and GPA

Credit for prior learning (CPL) earned through the College-Level Examination Program (CLEP) will be recorded on the transcript as:

*CPL Credit by National Testing: CLEP Exam.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s

GPA.

- Credits awarded through the College-Level Examination Program (CLEP):
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees for the College-Level Examination Program (CLEP)

The College Board sets the fees for the College-Level Examination Program (CLEP), and fees for exams can be located at the following website: [Exam Topics – CLEP | College Board](#)

- The administering fee for a College-Level Examination Program (CLEP) to be taken at Montgomery College Testing Centers is **\$30 per exam**. This fee is separate from the exam fee charged by the College Board.
- If a student plans to take more than one exam at the Montgomery College Testing Centers, they must pay a separate administering fee of \$30 per exam.

For information on the REMOTE College-Level Examination Program (CLEP) testing, including how to register, forms,

costs, test dates, and additional location testing sites, click on the following College-Level Examination Program (CLEP) link: [Register for the CLEP Test](#)

- When registering, make sure to have your scores sent to MC. The **MC CLEP code is 5440**.

## Transfer Information

Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

# DSST EXAMS (FORMERLY DANTES SUBJECT STANDARDIZED TESTS)

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“DSST Exams are college-level equivalency exams. These exams are formal assessments that help college-bound students document and demonstrate their knowledge in specific subject areas” [Student FAQ \(acenet.edu\)](https://www.acenet.edu). DSST exams allow students to receive college credit for what they already know by earning qualifying scores for Montgomery College approved exams.

- Military and civilian students may take any DSST exam administered by Prometric; however, Montgomery College does not accept all DSST exams for credit. To view the list of DSST exams accepted by Montgomery College, including corresponding course equivalencies and required qualifying scores, please visit the following website: [DSST | Prometric](#).
  - *Montgomery College is currently evaluating the DSST exams and will post required scores with equivalencies when available.*

## Eligibility

Montgomery College does not administer DSST exams. For information on eligibility requirements, testing locations, and registration procedures, please visit the following website: [DSST – Get College Credit](#).

## Grades and GPA

Credit for prior learning (CPL) earned through DSST exams will be recorded on the transcript as:

*CPL Credit by National Testing: DSST Exam.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credits awarded through DSST exams:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees for the DSST Exam

Montgomery College does not administer the DSST exams. For



more information on fees for the DSST exams, visit the [DSST website](#).

- DSST exam fees for **Military Service Members**:  
[DANTES](#) (Find a test Center):
  - “For eligible test examinees, DANTES provides upfront funding of DSST test fees for the first attempt on all exam titles.”
  - “Fully Funded: Test centers may be located on or off base. **DANTES funds the administration and test fees for service members.** Test Fee Only: Test centers are off-base colleges and universities that provide testing. **DANTES funds the test fee.** Service members are responsible for paying the administration fee. Fees vary by institution.”

## Transfer Information

Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to deter-

mine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

# ADVANCED PLACEMENT (AP) EXAMS

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“AP gives students the chance to tackle college-level work while they’re in high school and earn college credit and placement” (College Board, [Advanced Placement® \(AP\) – College Board](#)).

## Eligibility

*Advanced Placement (AP) exams are open to all and not limited to high school students. However, AP exams are usually taken after a student completes a high school AP course.*

- “US high school students may take AP exams while in high school. Students will be instructed to provide a school code to have their official AP score report sent to the school of their choice. If the student did not provide MC’s school code when registering for the exam, they may request a copy of their scores by contacting the [College Board](#) directly. See the list of AP exams, credit-granting scores, and MC equivalences updated as of Fall 2024 [here](#).
- Montgomery College School Codes:

- Germantown Campus: 5393
- Rockville Campus: 5440
- Takoma Park/Silver Spring Campus: 5414

## Grades and GPA

Credit for prior learning (CPL) earned through Advanced Placement (AP) exams will be recorded on the transcript as:

*CPL Credit by National Testing: Advanced Placement (AP) Exam.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credits awarded through Advanced Placement (AP) exams:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees

Montgomery College **does not** administer the Advanced Placement (AP) exam. All scheduling fees for exams are administered

through the College Board. For information about fees and scheduling exams, visit the College Board website at the following link: [2025 AP Exam Fees – AP Students | College Board](#), or contact your high school counselor.

## **Transfer Information**

Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

# INTERNATIONAL BACCALAUREATE (IB) EXAMS

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“The International Baccalaureate® (IB) assesses student work as direct evidence of achievement against the stated goals of the Diploma Programme (DP) courses” ([Assessment & exams – International Baccalaureate®](#)).

## Eligibility

Available to high school students (up to age 19) who are part of an International Baccalaureate (IB) Program and have completed the IB class.

- US high school students may take IB exams while in high school. Students will be instructed to provide a school code to have their official IB score report sent to MC. If a student did not provide MC’s school code when registering for the exam, the student may request a copy of their scores by contacting the [IB Office](#) directly.

## Grade and GPA

Credit for prior learning (CPL) earned through International Baccalaureate (IB) exams will be recorded on the transcript as:

*CPL Credit by National Testing: International Baccalaureate (IB) Exam.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credits awarded through International Baccalaureate (IB) exams:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees

Montgomery College **does not** administer the International Baccalaureate (IB) exams. All exam scheduling fees are administered through the International Baccalaureate (IB) or the local high school. For information about fees and scheduling exams, visit the following website: Assessment fees and services—[International Baccalaureate®](#) or contact your high school counselor.

## Transfer Information

Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.



# INSTITUTIONAL CREDIT BY EXAM (CE)

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Institutional credit by examinations (CE) are exams developed by subject matter faculty experts (SMFE) from the disciplines and are available for students to demonstrate their knowledge of meeting course objectives. Students may be awarded credit for prior learning (CPL) by earning a passing grade of “C” or higher on an institutional credit by examination.

At Montgomery College, institutional credit by examinations (CE) can be identified by the CE designation in the course catalog.

## Eligibility

- “Any formally admitted student is eligible to request credit by examination for courses designated as offering this option in the catalog” (MC Academic Regulations AY 2024-2025, 3.6.A).
- “Students must have met the prerequisite (s) for the course for which they wish to earn credit by examination” (MC Academic Regulations AY 2024-2025, 3.6.A).

- “Student requests must have the approval of a designated discipline instructor and be confirmed by the instructional dean or designee” (MC Academic Regulations AY 2024-2025, 3.6.A).
- *Disciplines may have additional eligibility requirements before being approved to take a credit by examination (e.g., Networking, Physical Therapy).*

## Non-Eligibility

“No student will be eligible to earn credit by examination for any course that has been attempted within the last five years at Montgomery College or at any other institution” (MC Academic Regulations AY 2024-2025, 3.6.B).

## Grade and GPA

- “The grade of ‘P’ will be used to indicate that the student has passed the examination with a grade ‘C’ or higher. No grade will be recorded on the transcript if the student does not pass the examination” (MC Academic Regulations AY 2024-2025, 3.6.C.1).
- “The ‘P’ grade from credit examination will not be factored into the grade point average” (MC Academic Regulations AY 2024 – 2025, 3.6.C.1).
- The credit for prior learning awarded via credit by exami-

nation (CE) will not be factored into a student's semester credits.

## Process and Application for Credit by Examination (CE)

- Submit a request to take a credit by exam to the Office of Learning Recognition and Advancement.

The Office of Learning Recognition and Advancement can guide you through the following process:

- Print the application form: [credit-by-examination-form.pdf \(montgomerycollege.edu\)](https://montgomerycollege.edu/credit-by-examination-form.pdf)
- Contact the Department Chair for more information and to get the necessary approval (s) and required signatures.
- After obtaining appropriate signatures on the Application for Credit by Examination form, go to the **Campus Cashier** to pay the fee.
- After the exam has been completed, a **grade of P (pass with C or higher) or U (unsatisfactory)** is added to the form by the department and is **submitted to the Office of Records and Registration** with the form and a copy of the exam with passing grade *via the following email: [transfercredit@montgomerycollege.edu](mailto:transfercredit@montgomerycollege.edu)*
  - No grade will be recorded on the transcript if the

student does not pass the credit by exam (CE). The Office of Learning Recognition and Advancement will document the student's attempt at earning credit for prior learning via credit by examination.

- Once credit by exam grade has been processed by the Office of Records and Registration, the student will be notified through their MC email.
- The credit by exam credits may not be eligible for transfer to other colleges or universities. **Students must check with the intended transfer institution for further information.**

### Applicable Fees for Montgomery College Institutional Credit by Examination (e.g., Challenge Exam)

- The fee for institutional credit by examination is 40% of the in-county tuition rate.
- The fee is charged based on the number of credit hours the course has and must be paid before the exam.
- The fee must be paid before taking the exam. **If the exam is not passed, there is no refund for the fee.**
- If a student does not pass the credit by examination, the student may not retake the exam. The student must then take the course.
  - If a student does not pass the credit by examination

(CE), the 40% exam fee will NOT be applied to the tuition for taking the course.

## **Transfer Information**

Not all credits earned via Montgomery College Institutional Credit by Examination (CE) will satisfy the transfer requirement at all four-year institutions; consult with a counselor or advisor for more information.

# INSTITUTIONAL CREDIT BY PORTFOLIO

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Portfolio assessments allow students with previous work experience in the field an opportunity to demonstrate meeting course objectives by submitting documented evidence of college-level learning that aligns with all course objectives. Portfolios must be organized following the guidelines and rubric developed by the discipline. All portfolio assessments will be reviewed and graded by discipline subject matter faculty experts (SMFE) following the portfolio assessment rubric developed by the discipline faculty.

Not all courses at Montgomery College are designated for portfolio assessment. Discipline subject matter faculty experts (SMFE) follow a process in collaboration with Chairs, Deans, and Vice Presidents to identify courses designated as credit for prior learning (CPL) portfolio assessments.

- “The maximum credits from credit by exam or portfolio assessment cannot exceed 15 credit hours for an associate degree or 25 percent of the number of credits required for a certificate” (MC Academic Regulations AY 2024-2025,

3.7.2.2).

- Media Arts & Technologies
  - GDES 116
  - GDES 121

## Eligibility

- Enrolled at Montgomery College on the credit side.
- Majoring in the discipline in which the portfolio assessment will be submitted.
- *Final student eligibility is determined by the discipline that developed and approved the portfolio assessment.*

*Credit for prior learning (CPL) awarded cannot duplicate previously earned credits at Montgomery College or credits transferred to Montgomery College.*

## Process

Students contact the Office of Learning Recognition and Advancement at [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)

## Grades and GPA

- *Awarded credit for prior learning (CPL) will be documented as a CPL Credit by Institutional Portfolio Assess-*

*ment.*

- The credits awarded via portfolio assessment will not be factored into a student's semester credits.
- No grade will be recorded on the transcript if the student does not pass the portfolio assessment. The Center for Learning Recognition and Advancement will document the student's attempt at earning credit for prior learning (CPL) via portfolio assessment.

## Applicable Fees

Montgomery College does not assess fees for the evaluation or awarding of credit for prior learning (CPL) via portfolio assessment.

## Transfer Information

Not all credit for prior learning (CPL) awarded via portfolio assessments will satisfy transfer requirements at all four-year institutions; consult with a counselor or advisor for more information.



# NONCREDIT TO CREDIT BY INTERNAL ARTICULATION AGREEMENTS

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Noncredit to credit internal articulation agreements are specific to programs that have collaborated and aligned Montgomery College (MC) noncredit course(s)/trainings to MC credit course(s) via a documented, evidence-based crosswalk with documented approval from discipline faculty, chairs, deans, ASVP, and VP of Academic Affairs.

- “The maximum combined credit earned by means of assessment such as national testing service examinations, internal evaluations of competencies, and portfolio assessment cannot exceed 30 credit hours for an associate degree or 50 percent of the credit hours required for a certificate” (MC Academic Regulations AY 2024-2025, 2.7.A.2).
- Noncredit students in course(s)/training that have internal articulation agreements will be informed by instruc-

tors of the eligibility requirements to potentially earn CPL at the beginning of the course or training.

## Eligibility Requirements

- Noncredit students in course(s)/training with internal articulation agreements must meet the identified noncredit course objectives by passing the noncredit class and all requirements established by the noncredit to credit agreement to be eligible for credit.
- Students must apply to the credit side, be formally accepted, and have declared a major in the area in which credits are to be awarded.

## Grades and GPA

Credit for prior learning (CPL) earned through the Internal Noncredit to Credit Agreement will be recorded on the transcript as:

*CPL Credit by Internal Noncredit to Credit Agreement: Title of the Noncredit to Credit Agreement.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s

GPA.

- Credits awarded through the Internal Noncredit to Credit Agreement:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## **Applicable Fees**

Montgomery College does not assess fees for the evaluation or awarding of credit for prior learning (CPL) via Internal Articulation Agreements.

## **Transfer Information**

Not all Credit for Prior Learning (CPL) awarded will satisfy transfer requirements at all four-year institutions. Students must consult with a counselor or advisor for more information on the transfer of CPL credits.



# MILITARY COURSEWORK AND TRAINING: ACTIVE DUTY AND VETERANS

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Montgomery College may award Credit for Prior Learning (CPL) for military coursework and training completed by active-duty service members and Veterans. Eligible learning experiences must be documented on official military transcripts, such as the **Joint Services Transcript (JST)** or the **Community College of the Air Force (CCAF)** transcript.

According to *Montgomery College Academic Regulations*, Section 3.8.A:

“Credits will be granted on the basis of recommendations issued by the American Council on Education (ACE) in its *Guide to the Evaluation of Educational Experiences in the Armed Services* [ACE Military Guide].”

Each branch of the U.S. military provides transcripts that outline a service member’s formal training, military education, and occupational experience. These experiences are evaluated by ACE and assigned recommended college credit equivalencies.

Montgomery College's Subject Matter Faculty Experts (SMFEs) review ACE credit recommendations from JST and CCAF transcripts to determine appropriate course placement within the College's curriculum.

Military transcripts can be requested through the following:

- [Joint Services Transcript \(JST\)](#): For Army, Navy, Marine Corps, and Coast Guard
- [Community College of the Air Force \(CCAF\)](#): For Air Force personnel

All **active-duty and Veteran students** are encouraged to connect with [Montgomery College's Enrollment Services VA Specialist](#) for individualized support and guidance on VA and military education benefits. Additionally, students are encouraged to visit the [Defense Activity for Non-Traditional Education Support \(DANTES\)](#) website for free resources on education and career planning:

<https://www.dantes.doded.mil>

## Grades and GPA

Credit for prior learning (CPL) earned through the Military via ACE Recommendations will be recorded on the transcript as:

*CPL Credit by Military via ACE Recommendation: Branch of Service (e.g., Army, Navy, U.S. Air Force, Marines)*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credits awarded through Military Coursework or Service Training via the American Council on Education (ACE) recommendations:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees

Montgomery College does not assess fees for the review or awarding of credit for prior learning (CPL) via the American Council on Education (ACE) recommendations.

## Transfer

Not all credits awarded by Montgomery College will satisfy transfer requirements at all four-year institutions; consult with a counselor or advisor for more information.

# RESOURCE FOR MILITARY SPOUSES

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Military spouses may be eligible for the **My Career Advancement (MyCAA) Scholarship Program**, which can help cover the costs of CLEP or DSST exams. For more information about the MyCAA Scholarship Program, visit the **Military One-Source: Spouse Education & Career Opportunities** website at [MyCAA — Financial Assistance for Military Spouses](#).

Military spouses interested in Credit for Prior Learning (CPL) opportunities are encouraged to contact the Office of Learning Recognition and Advancement at [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)



# CREDIT BY INDUSTRY CERTIFICATION, INDUSTRY LICENSURE, OR APPRENTICESHIP

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Students may earn Credit for Prior Learning (CPL) that applies toward Montgomery College graduation through the successful completion of certain industry certifications, industry licensures, or apprenticeship programs. *Credit for prior learning (CPL) awarded cannot duplicate previously earned credits at Montgomery College or credits transferred to Montgomery College.*

Montgomery College *may* provide CPL for the successful completion of the following **industry certifications** or **industry licensures**:

- Automotive Service Excellence (ASE) Certification
- Child Development Associate (CDA) National Credential issued by the Council for Professional Recognition
- EPA 608 Certification (Environmental Protection

Agency)

- Federal Law Enforcement Training Center (FLETC)
- National Registry of Emergency Medical Technicians
- ServSafe Certification (food handlers)

Montgomery College *may* provide CPL for the successful completion of the following **apprenticeships**:

- Association of Air Conditioning Professionals Apprenticeship Program (ACCA-NCC)
- Local 26: Electrical Apprenticeship
- Local 602 Steamfitters Apprenticeship Program (Journey-men, Apprentices, and helpers in Heating, Air Conditioning, Refrigeration, and Process Piping)

## Eligibility and Process

- Industry certifications, industry licensures, or apprenticeship certificates must be valid and current.
- Formally admitted to Montgomery College's credit side.
- Have been issued a Montgomery College ID number.
- Declared a major in the discipline for which the credit for prior learning (CPL) is being awarded.
- Students must complete the credit for prior learning (CPL) intake form and submit the required documents as documented evidence of successful completion (e.g., cer-

tificate/credential, apprenticeship certificate) to the Office of Learning Recognition and Advancement.

## Grades and GPA

Credit for prior learning (CPL) earned through Industry Credential, Industry Licensure, or Apprenticeship will be recorded on the transcript as:

*CPL Credit by Industry Credential, Licensure, or Apprenticeship:  
Title of the Credential, Licensure, or Apprenticeship.*

- The credit will be assigned a grade of “CR” (credit), which:
  - does not carry a letter grade.
  - is not included in the calculation of the student’s GPA.
- Credits awarded through Advanced Placement (AP) exams:
  - will not be counted toward semester credit totals for enrollment status.
  - will not be considered for financial aid eligibility purposes.

## Applicable Fees

Montgomery College does not assess fees for the evaluation or

awarding of credit for prior learning (CPL) via industry certification, licensure, or apprenticeships.

## **Transfer Information**

Not all credit for prior learning (CPL) granted will satisfy transfer requirements at all four-year higher education institutions. Students must consult with a counselor or advisor for more information on the transfer of credit for prior learning.

# STUDENT ELIGIBILITY

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Students must meet the following criteria to submit a Credit for Prior Learning (CPL) review request:

- Be formally admitted to Montgomery College's credit side.
- Assigned a Montgomery College ID number.
- Declared a major or certificate program in the discipline for which credit for prior learning (CPL) may be awarded.
- Submit a credit for prior learning (CPL) request form (online or in person) to the Office of Learning Recognition and Advancement: <https://forms.office.com/r/wR5QcTnaBK?origin=lprLink>
  - Current Montgomery College students may submit credit for prior learning (CPL) review requests at any time; however, it is recommended that students submit before or during their first semester at Montgomery College to ensure that they do not take courses for which credit for prior learning (CPL) may be awarded.
  - Montgomery College Credit by Exam (CE):
    - “Students must have met the prerequisite (s)

for the course for which they wish to earn credit by examination” (MC Academic Regulations AY 2024-2025, 3.6.A).

- “No student will be eligible to earn credit by examination for any course that has been attempted within the last five years at Montgomery College or any other college” (MC Academic Regulations AY 2024-2025, 3.6.B).
- Submit a valid (non-expired) industry certification or industry licensure.
  - Montgomery College does not accept expired industry certifications or industry licensures.
- Additional eligibility criteria may be required by departments.
  - Physical Therapy Assistant Program: Credit by Exam (CE) for PHTH 101, 102, and 103 is only available to military PT techs.

# AWARDED CREDITS AND GRADUATION VERIFICATION

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## **Awarded Credit for Prior Learning (CPL)**

- Credit for Prior Learning (CPL) may not duplicate credits previously earned at Montgomery College or credits transferred from other institutions.
- Each academic department determines how approved CPL credits apply toward a specific major or program of study. Students are required to meet with an academic advisor to ensure CPL credits are applied appropriately, in accordance with departmental guidelines.

## **Grades and GPA**

- Students awarded Credit for Prior Learning (CPL) will receive a grade of CR (Course Requirement), which is used for credit earned through external sources such as college transcripts, national testing services, and similar methods.

- Credit for Prior Learning (CPL) credits do **not** count toward a student's semester enrollment status (e.g., full-time or part-time).
- Credit for Prior Learning (CPL) credits are not awarded letter grades and are **not** factored into the student's grade point average (GPA).

## Verification of Credit for Prior Learning (CPL) Credits for Graduation

Staff in the Montgomery College Office of Records and Registration certify students for graduation. To do so, they must ensure that all credits, including credit for prior learning (CPL), are awarded correctly. The Office of Learning Recognition and Advancement works collaboratively with the Office of Records and Registration to ensure that CPL credits awarded to students are documented on the transcript. Students must meet with academic advisors from the discipline to review how the awarded CPL will be applied to their Montgomery College certificate or degree program.

**Important Note:** Credit for Prior Learning (CPL) credits awarded by Montgomery College may not be transferable to other institutions. Students intending to transfer should consult with the receiving institution to determine if CPL credits will be accepted.



# TRANSFER INFORMATION

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Each higher education institution establishes its own policies for the acceptance and awarding of Credit for Prior Learning (CPL), including the transferability of such credits. Institutions are not obligated to recognize CPL credits in the same manner as Montgomery College. Therefore, students are strongly encouraged to contact the receiving institution directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended program of study.

## **Transfer of Credit for Prior Learning (CPL) to Montgomery College**

Montgomery College does not accept Credit for Prior Learning (CPL) awarded by other higher education institutions. According to *Academic Regulations and Standards*, Procedure 53001CP, Section 3.2:

“Credit earned at any institution shall be transferable as long as that credit was designed specifically for a college program.”

However, students who previously received CPL at another institution may still pursue CPL at Montgomery College through the following options:

- Institutional Credit by Examination (CE): Students may request to take a departmental credit-by-exam, if available, to demonstrate subject-matter proficiency.
- Submission of Prior Documentation: Students may submit original documentation or official assessment scores related to CPL awarded by a previous institution to the Office of Learning Recognition and Advancement. If the student meets eligibility criteria, the office will conduct a review to determine if credit may be granted through Montgomery College's CPL process.

## **Transfer of Credit for Prior Learning (CPL) from Montgomery College to Other Higher Education Institutions**

Each higher education institution establishes its own policies regarding the acceptance and awarding of Credit for Prior Learning (CPL), including how such credits may transfer. Institutions are not required to accept CPL credits in the same manner as Montgomery College, and similarly, Montgomery College may not recognize CPL credits awarded by other institutions.

Students are strongly encouraged to consult with a counselor or academic advisor to understand how CPL credits apply to their program of study at Montgomery College. In addition, students should contact prospective transfer institutions directly to determine whether CPL credits awarded by Montgomery College will be accepted toward their intended degree program.

It is important to note that while Montgomery College grants CPL credit, these credits **do not automatically transfer** to four-year colleges or universities. The receiving institution determines whether and how CPL credits will be accepted.

Montgomery College currently maintains transfer agreements that include the acceptance of CPL credits with select institutions, including:

- **University of Maryland Global Campus (UMGC)**

For more information and to view the complete list of Montgomery College's transfer agreements with other institutions, please visit:

[Transfer Agreements and Information: By Institution | Montgomery College, Maryland](#)

# APPLICABLE CREDIT FOR PRIOR LEARNING FEES, FINANCIAL AID AND REFUNDS

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## **Applicable Fees for the Cambridge A/AS Level Exam, Advanced Placement (AP), International Baccalaureate (IB), or DSST Exams.**

Montgomery College does not administer the Cambridge A/AS Level Exams, Advanced Placements (AP), International Baccalaureate (IB), or DSST Exams. For information on fees for these exams, visit the following websites:

- Cambridge A/AS Level Exams: [Cambridge International AS & A Levels](#)
- Advanced Placement (AP): [Advanced Placement® \(AP\) – College Board](#)
- International Baccalaureate (IB): [Assessment & exams – International Baccalaureate®](#)
- DSST: [DSST Exams – DSST](#)

## Applicable Fees for the College-Level Examination Program (CLEP)

- The *administration* fee for a College-Level Examination Program (CLEP) at the Montgomery College testing center is **\$30 per exam (administration fee, not exam fee)**.
- If a student plans to take more than one exam, they must complete a separate registration form for each exam **and pay a \$30 *administration fee* per exam.**
- For information on REMOTE College-Level Examination Program (CLEP) testing, including how to register, forms, costs, test dates, and additional location testing sites, click on the following CLEP link: [Register for the CLEP Test](#)
  - When registering, make sure to have your scores sent to Montgomery College; the **Montgomery College CLEP code is 5440.**

## Applicable Fees for Montgomery College Institutional Credit by Exam (e.g., MC Challenge Exam)

- The fee for the institutional credit by examination is 40 percent of the in-county tuition rate.
- The fee is charged based on the number of credit hours the course has and **must be paid before the exam.**
- **If the exam is not passed, there is no refund for the**

**fee.**

- If a student does not pass the Credit by Exam, the student may not retake the exam. The student must then take the course. It's important to note that the 40% exam fee will NOT be applied to the tuition for taking the course.

## **Applicable Fees for Other Assessment Methods**

Montgomery College does not assess a fee for Credit for Prior Learning (CPL) via recommendations from the American Council on Education (ACE), Noncredit to Credit Internal Articulation Agreements, Industry Certification, Industry Licensure, Apprenticeship, or Portfolio Assessment.

## **Applicable Fees and Financial Aid**

Financial aid cannot be used to pay for Credit for Prior Learning (CPL) fees, including Montgomery College credit by exam (CE).

## **Refunds**

Credit for Prior Learning (CPL) fees are nonrefundable (e.g., Institutional Credit by Exam, CLEP administration fees).

- Institutional Credit by Exam (CE): If a student does not

pass the credit by exam, the student may not retake the exam. The student must then take the course.

- **Important Note:** If the student does not pass the credit by exam, the 40% credit by exam fee will NOT be applied to the tuition for taking the course. The student must pay the full tuition for the course.





# OFFICE OF LEARNING RECOGNITION AND ADVANCEMENT

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The Office of Learning Recognition and Advancement supports administrators, faculty, staff, and students with guidelines and processes for all Credit for Prior Learning (CPL) assessment methods. It assists disciplines in assessing and identifying Credit for Prior Learning (CPL) opportunities; aids departments in aligning Credit for Prior Learning opportunities to the program and course curriculum through a documented process; and guides/supports the administrators and faculty through the documentation process. In addition, it supports students in assessing and evaluating Credit for Prior Learning (CPL) opportunities, guides students through the process of submitting Credit for Prior Learning (CPL) and ensures that awarded Credit for Prior Learning (CPL) is documented on students' transcripts.

The Office of Learning Recognition and Advancement collaborates with all areas of the college to support the credit for prior learning (CPL) processes; tracks and maintains records of credit

for prior learning (CPL) as required by the Maryland Higher Education Commission (MHEC), Chapter 13B.02.02.16H; and collaborates with the Office of Records and Registration. The Office of Learning Recognition and Advancement tracks credit for prior learning (CPL) and follows a process for program evaluation and continuous improvement.

### **The Office of Learning and Recognition and Advancement tracks the following Credit for Prior Learning (CPL)**

- Institutional Credit by Exams (CE)
- Institutional Portfolio Assessment (PA)
- Noncredit to Credit via Internal Articulation Agreements
- Credit by Industry Certification, Industry Licensure, or Apprenticeships
- Military Education and Service Training via American Council on Education (ACE) Recommendations
- American Council on Education (ACE) Recommendations
- Credit by Career and Technology Education (CTE) articulation agreements with Montgomery County Public Schools (MCPS)
  - [Career and Technology Education \(CTE\) | Montgomery College, Maryland](#)

### **Program Evaluation and Continuous**

## Improvement

The Office of Learning Recognition and Advancement upholds high standards and adheres to national best practices for awarding Credit for Prior Learning (CPL). As part of its commitment to quality and accountability, the office will conduct regular internal reviews and evaluations of all CPL processes, procedures, approvals, and awarded credits.

## Contact Information

- Office of Learning Recognition and Advancement
  - 900 Hungerford Drive, Mannakee (MK) 342
  - Rockville, MD 20850
- Email: [LearningRecognition@montgomerycollege.edu](mailto:LearningRecognition@montgomerycollege.edu)
- Website: [Credit for Prior Learning | Montgomery College, Maryland](#)

# CREDIT FOR PRIOR LEARNING (CPL) AND GRADUATION VERIFICATION

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Staff in the Montgomery College Office of Records and Registration certify students for graduation. To do so, they must ensure that all credits, including credit for prior learning (CPL), are awarded correctly. The Office of Learning Recognition and Advancement works collaboratively with the Office of Records and Registration to ensure that CPL credits awarded to students are documented on the transcript. Students must meet with academic advisors from the discipline to review how awarded CPL credits will be applied to their Montgomery College certificate or degree program.

**Important Note:** Credit for Prior Learning (CPL) credits awarded by Montgomery College may not be transferable to other institutions. Students intending to transfer should consult with the receiving institution to determine if CPL credits will be accepted.