

EARNING CREDIT THROUGH PRIOR LEARNING EXPERIENCES

Credit for prior learning assessment (PLA) allows students, who have mastered academic or technical competencies, to demonstrate their knowledge for credit in a multitude of course content areas. Course credit is awarded when content mastered through an experience is comparable to the student learning outcomes of a COM course. This arrangement offers students an opportunity to lower costs, save time, and prevent repetition of mastered competencies. The following criteria must be met to earn credit through prior learning experiences:

- The student must be enrolled in a COM certificate or degree program in the current semester.
- The student must provide official documentation (transcripts, license/certification, etc.) supporting the request for credit.
- The student must meet eligibility requirements specific to the PLA option.
- The student must satisfactorily complete six (6) non-developmental credit hours at COM prior to PLA credit being added to transcript.
- The PLA credit must apply to the student's certificate or degree at COM.
- No more than 24 credit hours may be earned through PLA applicable to a degree at COM; however, no more than 50% of a workforce certificate may be earned through PLA options. Exceptions may be made on appeal for completed transfer programs above 50%.

Credit by Examination

Students may receive credit for courses through external exams or local exams:

1. External exams: Students may receive credit by exam for CLEP and AP exams. A handout is available online at <https://www.com.edu/testing-center/clep.html> or in the Testing Center for those seeking credit through a CLEP exam. COM is a center for administering CLEP (College Level Examination Program) tests. Credit at COM as well as at other colleges may be obtained by earning passing scores on these tests. If the course is to be transcribed at another college, it is the student's responsibility to determine which test is needed for credit for the desired course.

Transcripts are not created solely to award credit by examination. See the Testing Services section of this Catalog for policy on receiving credit. Further information may be obtained by contacting the Testing Center in the Doyle Family Administration Building.

Petition for Credit by Non-Credit Courses

Credit for non-credit courses is only granted when those non-credit courses are taken at COM; however, exceptions are made to this rule for non-credit courses taken elsewhere to be applied to the Fire Technology academy and Emergency Medical Services (EMS). A maximum of 24 credit hours may be requested. Coursework must have been completed in the previous five years. Students petitioning for credit applicable to the Fire Technology Academy must be a certified firefighter.

Law Enforcement, Fire Technology, and EMS Exception: For any non-credit coursework not completed at COM, petitioner will take credit by

exam, scoring 75 percent or higher. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Academic Affairs and the Registrar before credit is granted. Certain fees may apply.

Petition for Credit by Licensure or Professional Certifications

College credit may be granted for certain professional certifications if specific criteria are met. Documentation must be provided showing the certification. Students must have completed at least six (6) hours of college credit courses at COM to petition for credit. A Petition for Credit form must be completed and signed by the program faculty, appropriate dean, Vice President for Academic Affairs, and the Registrar before credit is granted. Certain fees may apply.

Culinary Arts

Course	Course Name	Licensure or Certification
CHEF 1205	Sanitation and Safety	ServSafe® Food Handler Certificate

Fire Technology

Course	Course Name	Licensure or Certification
FIRS 1103	Firefighter Agility & Fitness Preparation	Basic Structural Firefighter Certificate
FIRS 1401	Firefighter Certification I	Basic Structural Firefighter Certificate
FIRS 1407	Firefighter Certification II	Basic Structural Firefighter Certificate
FIRS 1313	Firefighter Certification III	Basic Structural Firefighter Certificate
FIRS 1319	Firefighter Certification IV	Basic Structural Firefighter Certificate
FIRS 1323	Firefighter Certification V	Basic Structural Firefighter Certificate
FIRS 1329	Firefighter Certification VI	Basic Structural Firefighter Certificate
FIRS 1433	Firefighter Certification VII	Basic Structural Firefighter Certificate

Welding Technology

Course	Course Name	Licensure or Certification
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	AWS D1.1 Structural Steel
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	AWS D1.1 Structural Steel
WLDG 1457	Intermediate Shielded Metal Arc (SMAW) Welding	AWS D1.1 Structural Steel

Transfer Credit for Educational Experiences Completed through the US Armed Forces

College credit may be granted for educational experiences completed while in the US Armed Forces. Veterans submitting original copies of their DD Form 214, Armed Forces of the United States Report of Transfer or Discharge, or an official Report of Educational Achievement through the U.S. Armed Forces Institute (USAFI), may receive transfer credit and advanced placement as recommended by the Commission of Accreditation of Service Experiences of the American Council on Education. Applicants may also submit their Joint Services Transcript (JST) for evaluation. Acceptable transfer credit courses will be approved by the Registrar upon recommendation by the appropriate program faculty, appropriate dean, and the Vice President for Academic Affairs.