

**BLUEFIELD STATE UNIVERSITY  
BOARD OF GOVERNORS  
POLICY NO: AC-212**

**TITLE: CREDIT FOR PRIOR LEARNING**

**SECTION 1. GENERAL**

- 1.1. Scope. This rule establishes guidelines for the awarding of undergraduate college credit for Credit for Prior Learning (CPL) at Bluefield State University.
- 1.2. Authority. West Virginia Code §§ 18B-1-1A, 18B-1-6, 18B-1B-4(a)(20); West Virginia HEPC Title 133, Series 59 (effective August 19, 2024).
- 1.3. Filing Date: December 18, 2025.
- 1.4. Effective Date: December 18, 2025.
- 1.5. Policy Monitor: Provost/Vice President for Academic Affairs.

**SECTION 2. PURPOSE**

- 2.1. Legislative goals for West Virginia's public higher education system provide that higher education should contribute fully to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Bluefield State University regarding the awarding of college credit for CPL gained outside the higher education academic environment.
- 2.2. Bluefield State University recognizes that some students, particularly adults and non-traditional students, may have acquired college-level learning through the development of skills or knowledge that closely parallel outcomes taught in college-level courses.
- 2.3. This rule sets the terms and conditions under which the University awards and/or transfers credits based upon CPL and provides consistent and accessible methods for students to earn these credits.
- 2.4. The University shall award CPL that is equivalent to coursework which satisfies the requirements for the degree program in which the student is enrolled.
- 2.5. The Regents Bachelor of Arts (RBA) program maintains specific CPL guidelines. CPL may include recognition of micro-credentials and alignment with the Nursing Career Pathway where applicable under Series 59.

### **SECTION 3. DEFINITIONS**

- 3.1. Credit for Prior Learning (CPL) is the assessment of college-level learning for college credit gained outside the higher education academic environment.
- 3.2. CPL methods include: AP, ACE, CLEP, DSST, ECE, course challenge, IB, evaluation of industry/workforce training (apprenticeships, certifications, licensure), portfolio, prior military training, national/state certification or licensure exams, MSSC, Early Childhood Education, law enforcement certification, IACET, micro-credentials (credit or non-credit), and Nursing Career Pathway components.
- 3.3. “Chancellor” means the Chancellor for Higher Education or designee; “Commission” means the HEPC.

### **SECTION 4. PRINCIPLES**

- 4.1. The University values the diversity of student experiences leading to college-level learning; assessments must be academically sound and rigorous.
- 4.2. The University employs CPL aligned with its mission and student success; CPL pathways, including micro-credentials, should enhance stackability and career advancement.

### **SECTION 5. INSTITUTIONAL POLICIES REGARDING AWARDING CREDIT FOR CPL**

- 5.1. The University maintains policies for evaluating CPL and awarding credit consistent with this policy, accrediting bodies’ guidelines, and good educational practice.
- 5.2. Policy applies to all programs; forms of CPL and processes are publicly available.
- 5.3. The University may award credit for CPL equivalent to coursework meeting degree requirements.
- 5.4. CPL may apply to majors, minors, general education, electives, and may satisfy prerequisites; CPL is treated the same as course equivalencies or block credit.
- 5.5. CPL awarded only to admitted, degree-seeking students.
- 5.6. CPL does not count toward institutional residency requirements.
- 5.7. Faculty with appropriate credentials evaluate portfolios and examinations and recommend credit to the Provost or designee; portfolio evaluation is available institution-wide, including but not limited to the RBA program.

- 5.8. Credit Limits: up to 60 credits (bachelor's), 30 (associate), and 9 (certificate). Programs may petition to increase limits up to 90/45/15, consistent with Series 59 and accreditation limits.
- 5.9. Program accrediting body maximums for CPL will be honored.
- 5.10. Transcript notation: CPL recorded as "Credit" only; excluded from GPA and graduation honors.
- 5.11. Procedures and appeals: students receive written decisions with rationale; the University maintains a transparent appeal process.
- 5.12. Fees: CPL assessment and transcripting fees published in the institutional fee schedule.
- 5.13. Review: CPL policy reviewed regularly for consistency with accreditation and state, regional, and national practices.

## **SECTION 6. TRANSFERABILITY OF CPL CREDITS**

- 6.1. CPL credits are transferable in accordance with 133 C.S.R. 17: Transferability of Credits and Grades; treated no differently than other credit coursework once on the transcript.
- 6.2. CPL meeting the WV Core Coursework Transfer Agreement or statewide articulation agreements shall be accepted as transfer credit at WV public institutions.

## **SECTION 7. REPORTING THE AWARDING OF CPL CREDITS**

- 7.1. The Registrar maintains records of CPL awards and reports annually to the HEPC per the Chancellor's guidelines.

## **SECTION 8. EVALUATION AND AWARD OF ASSESSMENTS PRESENTED FOR CREDITS**

- 8.1. The University evaluates each CPL request individually. Students meet with the dean of the school housing the major and submit the approved CPL form with documentation. The dean confers with the chair and subject-matter faculty within ten (10) working days; a decision is provided within twenty-one (21) working days; the Registrar is notified of any credits to be awarded.
- 8.2. If credit is denied, students may appeal within thirty (30) days to the academic appeals committee, demonstrating arbitrary, capricious, or prejudicial decision; follow catalog procedures.

## **SECTION 9. CONTINUOUS REVIEW**

- 9.1. Policy reviewed at least every three (3) years to ensure alignment with HEPC Series 59, accreditation standards, and evolving best practices; revisions shared with Faculty Senate and appropriate governance bodies prior to Board submission.