



Credit for Prior Learning (CPL) Policy

General Information

Mitchell Community College has established a process for awarding credit for college-level learning obtained through prior learning experiences other than curriculum coursework. Credit for prior learning may be awarded when a student produces prior learning documentation that meets or exceeds a demonstration of the learning outcomes established as our College's standards for awarding credit for corresponding curriculum course(s). The following criteria is applied to the review of a student's submitted documentation requesting credit for prior learning:

- Mitchell may only award curriculum credit for prior learning that is directly applicable to a student's declared curriculum program of study
- Credit for prior learning for advanced courses does not negate the requirement to meet requisite learning outcomes
- Credit for prior learning may be used to fulfill program requirements except for mandatory institutional requirements
- No greater than seventy-five percent (75%) of credit hours required for graduation from a curriculum program of study may be earned through credit for prior learning
- Any credit for prior learning awarded by Mitchell shall be reflected in the student's records by the Registrar without quality points assigned except for allowances for graded military credit

To be eligible to receive credit for prior learning, students must meet all of the following criteria:

1. Meet all admission requirements for their program of study
2. Be enrolled in a curriculum program to which the credit will directly apply; and
3. Request a prior learning assessment consistent with Mitchell's credit for prior learning procedures and provide all documentation by published deadlines

Students requesting credit for prior learning must complete a Credit for Prior Learning Request Form. This form will be available in Student Services.

Mitchell may grant credit for program requirements as described below:

College Level Examination Program

Mitchell may allow credit of college work based on appropriate scores on the CLEP General Examination if the work is relevant to the student's program of study. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
American Government	50	3	POL 120
American Literature	50	3	ENG 233
Analyzing & Interpreting Literature	50	3	ENG 131
College Composition	50	6	ENG 111, 112
College Composition Modular	50	3	ENG 111
English Literature	50	3	ENG 243
French Language, Level 1 Proficiency	50	6	FRE 111, 112
Level 2 Proficiency	59	9	FRE 111, 112, 211
German Language, Level 1 Proficiency	50	6	GER 111, 112
Level 2 Proficiency	60	9	GER 111, 112, 211
History of the United States I: Early Colonization to 1877	50	3	HIS 131
History of the United States II: 1865 to Present	50	3	PSY 241
Human Growth and Development	50	3	HIS 132
Information Systems	50	3	PSY 241
Introductory Business Law	50	3	CIS 110
Introductory Psychology	50	3	BUS 115
Introductory Sociology	50	3	PSY 150
Principles of Macroeconomics	50	3	SOC 210
Principles of Management	50	3	ECO 252
			BUS 137

CLEP Exam	Score Required	Hours Granted	Course(s) Satisfied
Principles of Microeconomics	50	3	ECO 251
Spanish Language, Level 1 Proficiency	50	6	SPA 111, 112
Level 2 Proficiency	63	9	SPA 111, 112, 211

College Board Advanced Placement Program

Mitchell may allow credit for college work based on exams as given through the College Board Advanced Placement Program if the work is relevant to the student's program of study. Scores on the exams must be three, four or five. A minimum of 25% of the credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

AP Exam	Score Required	Hours Granted	Course(s) Satisfied
Art History	3	6	ART 114, 115
Biology	3	8	BIO 111, 112
Calculus AB	3	4	MAT 271
Calculus BC	3	8	MAT 271, 272
Chemistry	3	8	CHM 151, 152
Comparative Government & Politics	3	3	POL 230
Computer Science A	3	3	CIS 115
English Language & Composition	3	6	ENG 111, 112
English Literature & Composition	3	6	ENG 231, 232
French Language and Culture	3	6	FRE 111, 112
	4	9	FRE 111, 112, 211
	5	12	FRE 111, 112, 211, 212
German Language and Culture	3	6	GER 111, 112
	4	9	GER 111, 112, 211
	5	12	GER 111, 112, 211, 212
Italian Language and Culture	3	6	ITA 111, 112
	4	9	ITA 111, 112, 211
	5	12	ITA 111, 112, 211, 212
Macroeconomics	3	3	ECO 252
Microeconomics	3	3	ECO 251
Physics 1	3	4	PHY 151
Physics 2	3	8	PHY 151, 152
Physics C: Electricity and Magnetism	3	4	PHY 252
Physics C: Mechanics	3	4	PHY 251
Psychology	3	3	PSY 150
Spanish Language and Culture	3	6	SPA 111, 112
	4	9	SPA 111, 112, 211
	5	12	SPA 111, 112, 211, 212
United States Government & Politics	3	3	POL 120
Statistics	3	4	MAT 152
United States History	3	6	HIS 131, 132
World History	3	6	HIS 111, 112

International Baccalaureate® (IB) Diploma Programme

Mitchell may allow credit of college work based on exams as given through the International Baccalaureate® (IB) Diploma Programme if the work is relevant to the student's program of study. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

Levels

SL = Standard Level = 150 hours of instructional time

HL = Higher Level = At least 240 hours of instructional time or more

Course/Exam	Level	Score	Hours Granted	Course(s) Satisfied
(English) Language A: Literature	SL	None	0	N/A
(English) Language A: Literature	HL	5+	6	ENG 111, 112
(English) Language A: Language and Literature	SL	None	0	N/A
(English) Language A: Language and Literature	HL	5+	6	ENG 11, 112
(English) Literature and Performance	SL	None	0	N/A
(Foreign Language) Language B	SL & HL	4	6	111, 112
(Foreign Language) Language B	SL & HL	6+	12	111, 112, 211, 212
Business Management	SL & HL	5+	3	BUS 110
Economics	SL	None	0	N/A
Economics	HL	5+	6	ECO 251, 252
Geography	SL	None	0	N/A
Geography	HL	5+	3	GEO 111
Global Politics	SL & HL	None	0	N/A
History	SL	None	0	N/A
History (dependent upon subject matter)	HL	5+	3-6	Depending on subject
Information Technology in a Global Society	SL & HL	None	0	N/A
Philosophy	SL & HL	None	0	N/A
Psychology	SL & HL	5+	3	PSY 150
Social and Cultural Anthropology	SL & HL	5+	3	ANT 200
World Religions	SL	5+	3	REL110
Biology	SL	5+	4	BIO 110
Biology	HL	5+	8	BIO 111, 112
Chemistry	SL	5+	4	CHM 131, 131A
Chemistry	HL	5+	8	CHM 151, 152
Computer Science	SL	5+	3	CSC 120
Computer Science	HL	5+	6	CSC 120, 130
Design Technology	SL & HL	None	0	N/A
Environmental Systems and Societies	SL	None	0	N/A
Physics	SL	5+	8	PHY 151, 152
Physics	HL	5+	8	PHY 251, 252
Sports, Exercise, and Health Science	SL	None	0	N/A
Further Mathematics	HL	5+	8	MAT 271, 272
Mathematical Studies	SL	5+	4	MAT 171
Mathematics	SL	5+	4	MAT 271
Mathematics	HL	5+	8	MAT 271, 272
Dance	SL & HL	None	0	N/A
Film	SL & HL	None	0	N/A
Music—Must see Music Department Chair	SL & HL	4+	Individually Determined	Individually Determined
Theatre	SL & HL	None	0	N/A
Visual Arts—Must see Art Department Chair	SL & HL		Individually Determined	Individually Determined

Military Education and Training

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program of study and where a comparable course is offered by the College. USAFI courses are evaluated on the basis of the catalog of the USAFI.

School Service Training is evaluated on the basis of "A Guide to the Evaluation of Educational Experiences in the Armed Services," published by the American Council on Education. Credit is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's program of study. Final acceptance or rejection of the credit lies with Mitchell. Credit for prior military courses and service is evaluated from the Joint Services Transcript.

Challenge Examinations (Credit by Examination)

Students whose special knowledge/skills qualify them to accelerate in their studies and who are currently enrolled at Mitchell may receive credit by examination. Not all courses offered at Mitchell allow credit by examination. To receive credit by examination, a student must demonstrate convincing evidence of competency in knowledge and/or skills in the specific course outcomes. A written, oral, and/or performance examination will be administered by an instructor who is a subject matter expert in the specific course discipline. The examination is subject to the approval of the curriculum division dean/director. Students may challenge up to 20 percent of the courses in any program of study. Students may not challenge a course in which they are currently enrolled or in which they have previously received a grade of "D" or "F." A course may be challenged through credit by examination only once. A student who successfully completes a credit by examination will be awarded a grade of "CE" and credit hours for the course. Quality points will not be awarded; therefore, the grade is not included in the calculation of grade point average. A grade of "C" or better must be earned on the exam to receive credit. If a grade less than a "C" is earned, the student will receive a grade of "NC" (no credit awarded). Credit by examination hours cannot be used in calculating enrollment status for payment of Financial Aid or Veteran Educational Benefits.

Mitchell Community College cannot guarantee the transferability of "CE" grades to other institutions.

State or Industry Recognized Credentials

Mitchell may allow credit for industry recognized, and state regulated credentials such as apprenticeships, certifications, and professional licensures if the work is relevant to the student's program of study. These credentials are often aligned to non-collegiate instructional programs, such as those that lead to certifications and licensures and frequently demonstrate competency attainments required for credit bearing certificate, diploma, and degree programs. A minimum of 25% of credits required for a degree, diploma or certificate must be taken at Mitchell in order to graduate.

Industry Certification	Credit Hours	Curriculum Course
American Welding Society Professional Certifications	Varies depending on the certification	WLD Courses
Manufacturing Skills Standard Council (MSSC) Certified Production Technician (Safety Module)	2	ISC 112 Industrial Safety
Manufacturing Skills Standard Council (MSSC) Certified Production Technician (Manufacturing Process Module)	3	MEC 145 Manufacturing Process
ServSafe Food Handler	2	CUL 110 Sanitation and Safety
NC Licensed Manicurist	6 6	COS 121 Manicure/Nail Technology I and COS 222 Manicure/Nail Technology II
NC Private Pesticide Applicator	3	AGR 140 Agricultural Chemicals
NC Basic Law Enforcement Course (since 1985) AND Passing score on the Criminal Justice Commission's Comprehensive Certification Exam	2 3 3 3 4 3 2	CJC 120 Interviews/Interrogations CJC 121 Law Enforcement Operations CJC 131 Criminal Law CJC 132 Court Procedures and Evidence CJC 221 Investigative Principles CJC 225 Crisis Intervention WBL 112 Work-Based Learning I
Detention Officer Certification	3 3	CJC 121 Law Enforcement Operations CJC 141 Corrections
NC Fire Inspector Level I	3	FIP 136 Inspections and Codes
NC Fire Instructor Level II	4	FIP 224 Fire Protection Project
NC Fire Officer II	3	FIP 240 Fire Service Supervision
NC Fire Educator II	3	FIP 124 Fire Prevention and Public Education
NC Arson Investigator	3	FIP 128 Detection and Investigation
NC Hazmat Technician	5	FIP 230 Chemistry of Hazardous Materials I
NC EMT	9	EMS 110 (Degree: Emergency Medical Science)
NC Paramedic	42	42 credit hours of the core program
NC EMT	9	9 credit hours of major electives (Degree: Fire Protection Technology)

Continuing Education to Curriculum Credit

Workforce continuing education courses are designed to provide instructional opportunities for students seeking to gain new and/or upgrade current job-related skills. Training programs can be delivered as a single course or bundled as a series of courses; and provide instruction around skill competencies that often lead to a recognized credential and/or meets local workforce labor needs. These courses frequently demonstrate competency attainments required for credit bearing certificate, diploma, and degree programs. Mitchell may award credit for prior learning for specific continuing education courses approved through the college level credit articulation agreement between continuing education and curriculum.

Course Title	Continuing Education Course ID	Curriculum Course ID	Credit Hours
Automation, Introduction to	ATR 3115 P35	ATR 112	3
Electrical: Residential Wiring	ELC 3119 H30	ELC 113	4
Electrical: Circuit Analysis I	ELC 3014 H30	ELC 131	4
Electrical: Commercial Wiring	ELC 3119 H30	ELC 114	4
Electrical: Industrial Wiring	ELC 3119 H30	ELC 115	4
Esthetician I	COS 3102 T75	COS 119 & COS 120	8
Esthetician II	COS 3102 T75	COS 125 & COS 126	8
HVAC: Duct Systems	AHR 3131 H30	AHR 151	2
HVAC: Servicing	AHR 3131 H30	AHR 133	4
HVAC: Comfort Cooling	AHR 3131 H30	AHR 113	4
HVAC: Heat Pump Technology	AHR 3131 H30	AHR 114	4
HVAC: Heating Technology	AHR 3131 H30	AHR 112	4
HVAC: Introduction to Refrigeration	AHR 3131 H30	AHR 110	5
HVAC: Refrigerant Certification	AHR 3128 H30	AHR 160	1
HVAC: Residential System Design	AHR 3131 H30	AHR 211	3
HVAC: Customer Relations	AHR 3131 H30	AHR 180	1
HVAC: Electricity	ELC 3014 H30	AHR 111	3
Manicurist/Nail Technician	COS 3101 T75	COS 121 & COS 222	12
Motors and Controls	MNT 3065 P35	ELC 117	4
Programmable Logic Controllers	ELN 3025 H30	ELN 260	4

High School to Community College Articulation Agreements

Mitchell Community College provides several programs for high school students. All public, private, charter, and home school students are encouraged to take advantage of dual enrollment opportunities at the College. There is no charge for tuition, but students must pay fees and purchase books and materials. High school students interested in taking courses at Mitchell must meet program eligibility requirements.

To receive articulated credit, students must enroll at Mitchell within two years of their high school graduation date and meet the following criteria:

- Final grade of B or higher in the high school course AND
- Score of 90 or higher on the standardized CTE post-assessment*

Courses available for articulation at Mitchell Community College:

High School Course(s)	Mitchell Community College Course(s)
AS32 Agriculture Mechanics II	AGR 111 Basic Farm Maintenance
AA22 Animal Science II	ANS 110 Animal Science
BA10 Accounting I	ACC 115 College Accounting
BA20 Accounting II	ACC 115 College Accounting
BM10 Microsoft Word, PowerPoint, & Publisher	OST 136 Word Processing
BD10 Multimedia & Webpage Design	WEB 110 Internet/Web Fundamentals
BN20 Network Administration I	NET 110 Data Comm/Networking OR NOS 110 Operating Sys Concepts
BN22 Network Administration II	NET 110 Data Comm/Networking AND NOS 230 Windows Admin I
FE11 Early Childhood Education I AND FE12 Early Childhood Education II	EDU 119 Intro to Early Childhood Education
FN41 Foods I AND FN42 Foods II	CUL 112 Nutrition for Food Service

High School Course(s)	Mitchell Community College Course(s)
FN42 Foods II Enterprise AND ServSafe Certification	CUL 110 Sanitation & Safety
HU40 Health Science I	MED 121 Medical Terminology I AND MED 122 Medical Terminology II
HN43 Nursing Fundamentals	NAS 101 Nursing Assistant I
MM51 Marketing	MKT 120 Principles of Marketing
IA32 Advanced Digital Media	DME 115 Graphic Design Tools OR DME 120 Intro to Multimedia Applications
II21 Computer Engineering Technology I	CTS 120 Hardware/Software Support
IA31 Digital Media	DME 110 Intro to Digital Media
IC61 Drafting I AND IC62 Drafting II	DFT 151 CAD I
IC41 Electrical Trades I AND IC42 Electrical Trades II	ELC 113 Basic Wiring
II11 Network Engineering Technology I	NET 125 Introduction to Networks OR NET 110 Networking Concepts
II12 Network Engineering Technology II	NET 125 Introduction to Networks OR NET 126 Routing Basics
IL55 HVAC I AND IL56 HVAC II**	AHR 110 Intro to Refrigeration AND AHR 111 HVACR Electricity AND AHR 113 Comfort Cooling AND AHR 180 HVACR Customer Relations
IM61 Welding Technology I	WLD 110 Cutting Processes
IM62 Welding Technology II	WLD 121 GMAW (MIG) FCAW/Plate
IM63 Welding Technology III	WLD 122 GMAW (MIG) Plate/Pipe

*Mitchell Community College has partnered with Iredell-Statesville Schools and Mooresville Graded School Districts and agreed a score of 90 or higher on the post-assessment demonstrates sufficient mastery of a subject in accordance with the NCDPI ten-point grading scale.

**Credit awarded through a local articulation agreement between Mitchell Community College and Mooresville Graded School District

To be awarded credit, students should complete a Credit for Prior Learning Request Form found on our website.

Public Safety Training (PST) Prefix Courses

Mitchell may award credit for prior learning for public safety courses completed for industry-recognized public safety training or recognized credentials. Final acceptance or rejection of the credit lies with Mitchell.

Curriculum Course Name	Curriculum Course Title	Credit Hours
PST 120	NCDPS Correctional Officer Training	8
PST 123	NC Sheriffs' Telecom Training	2
PST 124	NC Sheriffs' Detention Officer Training	8
PST 125	NC Basic Juvenile Justice Officer Training	7
PST 126	NC Basic Juvenile Justice Counsel Training	7
PST 127	NC Basic Probation Officer Training	9
PST 151	NC Justice Academy Training	1
PST 152	NC Justice Academy Training	2
PST 153	NC Justice Academy Training	3
PST 154	NC Justice Academy Training	4
PST 155	NC Justice Academy Training	5
PST 156	NC Justice Academy Training	6
PST 157	NC Justice Academy Training	7
PST 158	NC Justice Academy Training	8
PST 159	NC Justice Academy Training	9
PST 161	NC Office of State Fire Marshal	1
PST 162	NC Office of State Fire Marshal	2
PST 163	NC Office of State Fire Marshal	3
PST 164	NC Office of State Fire Marshal	4

Curriculum Course Name	Curriculum Course Title	Credit Hours
PST 165	NC Office of State Fire Marshal	5
PST 166	NC Office of State Fire Marshal	6
PST 167	NC Office of State Fire Marshal	7
PST 168	NC Office of State Fire Marshal	8
PST 169	NC Office of State Fire Marshal	9
PST 171	NCCCS Public Safety Training	1
PST 172	NCCCS Public Safety Training	2
PST 173	NCCCS Public Safety Training	3
PST 174	NCCCS Public Safety Training	4
PST 175	NCCCS Public Safety Training	5
PST 176	NCCCS Public Safety Training	6
PST 177	NCCCS Public Safety Training	7
PST 178	NCCCS Public Safety Training	8
PST 179	NCCCS Public Safety Training	9
PST 181	NCDPS Unarmed Security Guard Training	1
PST 182	NCDPS Armed Security Officer Instructor Training	2
PST 189	NCDOJ Professional Certification Program	9

To obtain credit for prior learning, a student must consult with his/her advisor first. If the advisor recommends the student proceed, the student may be required to submit a Credit for Prior Learning Request Form. Your advisor will provide the student with this information if applicable.