



---

**POLICY TITLE:**

**Credit for Prior Learning (Credit for Life) Policy**

**APPLIES TO:**

**Undergraduate Students Seeking Credit for Prior Learning**

**ADMINISTRATIVE AUTHORITY:**

**Center for Adult and Experiential Learning**

**APPROVED BY:**

**President Koffi C. Akakpo (Interim Approval)**

**EFFECTIVE DATE:**

**September 26, 2025**

**EXPIRATION DATE:**

**Sixth Months from Approval if Not Renewed or Made Permanent**

**NEXT REVIEW DATE:**

---

**POLICY STATEMENT:**

Kentucky State University (KSU) affirms that college-level learning can occur both inside and outside of traditional academic settings. The *Credit for Prior Learning (CPL)* program, also known as *Credit for Life*, provides eligible students the opportunity to earn academic credit for verifiable, college-level knowledge gained through professional, military, volunteer, or other significant life experiences.

Credit for Life at KSU is awarded exclusively through the portfolio process (CLE 299: Portfolio Development). Portfolios must demonstrate that prior learning is equivalent in scope and depth to KSU coursework. Faculty in the appropriate discipline review the portfolios, and credit is awarded only when prior learning meets course learning outcomes

## DEFINITIONS:

**Credit for Prior Learning (CPL):** Evaluation and awarding of college credit for verifiable learning outside the traditional classroom.

**Credit for Life Portfolio:** A structured submission documenting prior learning experiences, artifacts, and competencies aligned to KSU courses.

**Adult Learner:** A student typically 25 years or older, financially independent, and often balancing work, family, and educational commitments.

**Non-Traditional Student:** A student over age 24 or one whose educational pathway includes part-time enrollment, employment, family responsibilities, or other life circumstances.

**CLE 299:** A one-semester, pass/fail, independent study course in which students develop their Credit for Life portfolio.

**Portfolio:** A collection of evidence (certifications, military records, evaluations, publications, etc.) demonstrating prior learning and its equivalence to academic coursework.

## PROCESS:

### 1. Application and Enrollment

- Students submit a Credit for Life application to the Center for Adult Learning by August 1 (Fall) or January 1 (Spring).
- Eligible students enroll in CLE 299: Portfolio Development.

### 2. Portfolio Development

The portfolio must include:

- Title Page and Table of Contents
- Personal Data and Educational Background
- Statement of Academic, Professional, and Personal Goals
- Reflective Narrative connecting experiences to KSU learning outcomes
- Competency Area Requests tied to KSU course equivalencies
- Documentation and Supporting Evidence
- Three Letters of Recommendation
- Appendices (if applicable)

### 3. Evaluation

- Faculty reviewers assess portfolios using a standardized rubric.
- The CLE 299 instructor assigns a Pass/Fail grade.
- Approved credit is submitted to the Registrar for official posting.

### 4. Appeals

- Students denied credit may appeal within 30 days by providing additional documentation or clarification.
- Appeals are reviewed by a secondary evaluator or academic dean.
- Decisions are final.

## 5. Fees

- Tuition for CLE 299 is due at enrollment.
- Credit awarded is charged at one-third of the scheduled tuition per credit hour.
- Federal financial aid does not apply to CLE 299 tuition or Credit for Life fees.

## REFERENCES AND RELATED MATERIALS:

Credit for Life Handbook (2025–2026)

Council for Adult and Experiential Learning (CAEL) Standards

## CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Center for Adult and Experiential Learning	(502) 597-6000	<a href="mailto:adult.learning@kysu.edu">adult.learning@kysu.edu</a>

## HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	September 2025	Center for Adult and Experiential Learning

---