

Transcription, Transferability, and Data

Data Collection and Reporting

- CHE shall require institutions to submit data as part of the institution’s CPL operations on a regular basis. Institutions shall collect and report data in CHEDSS on the types of CPL awarded based on data points collaboratively developed, defined and agreed upon by the state and the institutions, to be detailed in a separate data collection policy.
- Additionally, institutions should internally monitor their own data for quality assurance purposes.

Transcription

- Transcription shall be informed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO)-recognized best practices.⁸
- CPL shall be awarded for a specific course and when possible build upon existing state frameworks and practices for promoting transfer credit, such as the Core Transfer Library. Credit awarded shall not be limited to these existing frameworks.
- Optimally, the type of CPL awarded should be indicated as well as the number of units (credit awarded).
- Institutions may assign letter grades for CPL; however, if no grade is assigned beyond a pass or equivalent, the institution shall endeavor through published policies or on the transcript to indicate the minimum grade equivalent for a pass, and when receiving a transcript shall endeavor to verify whether the transmitting institution’s policy for pass/fail meets its requirements. The institution shall maintain all documentation used as a basis for CPL awarded consistent with institutional policies on record retention.
- Institutions shall provide clearly articulated, consistent, and transparent statements to students about their transfer policies for CPL, including how CPL will be recorded on transcripts.
- The Indiana e-Transcript Program working group should reach consensus on how the Indiana College e-Transcript XML Schema should be modified to transcript CPL, consistent with AACRAO

⁸ American Association of Collegiate Registrars and Admissions Officers (AACRAO). 2017. “A Guide to Best Practices: Awarding Transfer and Prior Learning Credit.” 2017. Accessed September 22, 2023.

https://www.aacrao.org/docs/default-source/signature-initiative-docs/trending-topic-docs/transfer/guide-to-best-practices.pdf?sfvrsn=4820bb55_6.

American Association of Collegiate Registrars and Admissions Officers (AACRAO), American Council on Education (ACE), and Council for Higher Education Accreditation (CHEA). (2021, December 15). Joint statement on the transfer and award of Credit. <https://www.acenet.edu/Documents/2021-Joint-Statement-Award-of-Credit.pdf>

Indiana Model Credit for Prior Learning Policy Guidance (March 2024)

transcript standards, PESC College e-Transcript XML Standards, and how CPL data are collected in the Commission for Higher Education Data Submission System (CHEDSS).

Transferability

- Credit awarded by a sending institution through CPL should be considered eligible for credit evaluation at the receiving institution as elective or other credit, or credit for courses that are part of Indiana's transfer initiatives such as the Core Transfer Library and Transfer Single Articulation Pathways.
- Credit awarded by one institution, based on scores earned through College Board's AP and CLEP programs, International Baccalaureate (IB), and Cambridge International will be awarded by the receiving institution upon receipt of official documentation of the score and consistent with the TransferIN website databases.
- In cases where the sending institution makes available to the student an opportunity for CPL that does not exist at the receiving institution (e.g., credit for a professional certification), the receiving institution should consider the CPL eligible for evaluation based on an equivalency review of the awarded CPL credits on the official college transcript.
- In cases where the CPL originates from an assessment completed at the institution, including through a prior learning assessment portfolio or test-out option, the receiving institution should consider the CPL eligible for evaluation based on an equivalency review of the awarded CPL credits on the official college transcript.
- In cases where the CPL originates from an assessment completed outside of the sending institution, including third-party services such as the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS), the institution should consider the CPL eligible for evaluation based on an equivalency review of the awarded CPL credits on the official college transcript.
- When possible, efforts should be made to reduce the resubmission of official documentation by students. The lack of information about the CPL source (e.g., the ACE transcript) may require the submission of original official documentation to ensure students receive a complete and comprehensive evaluation at the receiving institution.
- In addition to ongoing institutional efforts, each year a statewide CPL working group may review additional third-party assessments and assessment organizations that may be considered for the awarding of credit based on prior learning.