

Procedure Title: Credit for Prior Learning

Impact: Students

Responsibility: Dean of Professional Technical and Workforce Education

Effective Date: 2/26/2014

Revised Date:

Reviewed Date:

Relates to Policy(s): 5.04.07

Legal Citation(s):

I. Process

The process used to obtain Credit for Prior Learning (CPL) is twofold. First, a student interested in a professional-technical program must enroll in CPL 121 – Introduction to Credit for Prior Learning. This one-credit class will help students:

1. Identify their educational goals more clearly.
2. Determine their prior learning experience(s).
3. Write a goal statement.
4. Write a work history detailing paid, volunteer, educational experiences, or training.
5. Undergo an evaluation of their experiences to determine whether they should pursue the portfolio process for CPL.

Second, if approved in CPL 121, the student will enroll in CPL 122 – Credit for Prior Learning Portfolio Development. This one-credit course will help students:

1. Finalize their goal statement and request for credit.
2. Provide a detailed work history aligned to learning objectives for specific courses.
3. Write prior learning essays.
4. Prepare appropriate authorizations and paperwork.
5. Gather and provide verified documentation.

6. Assemble and present a portfolio to a review committee.

A handbook to guide students through the CPL process is available through Professional-Technical Advising Support Services.

II. Evaluation

The student will be evaluated by a team comprised of a minimum of three people, to include two instructors (with at least one selected from the related program of study) and the Division Chair. The evaluation criteria shall include: 1) how well a student's experiences directly relate to the learning outcomes of specific courses; 2) how well a student's experiences are described and documented; 3) the general applicability of the student's learning beyond their experiences; the student's practical and conceptual knowledge of the subject area; the depth of the student's developmental experiences; and the quality of the verification or certification of the student's experiences. The student will also be evaluated on how well they understand the CPL process, the quality of their writing, the organization and content of their final portfolio, and the presentation of the portfolio.

III. Awarding of Credit

The evaluation review team will decide whether credit is to be awarded, and the amount of credit to be awarded. Should a student disagree with the evaluation review team's recommendations, the Dean of Professional-Technical and Workforce Education will review the portfolio materials and the review team recommendations and make a determination.