**ISP 360P**

**Credit for Prior Learning Procedure**

**PURPOSE**

States procedures for the awarding of credit for College courses for experiential learning acquired outside the College.

**SUMMARY**

CPL can be awarded for courses for which the College maintains an active course outline.

**PROCEDURE**

**Portfolio Form:** For use with portfolio, industry certification review, credentials review, ACE, and similar collections.

**Faculty and Staff Procedure for Portfolio Form**

1. Faculty Member or the Department Chair for which the CPL credit is requested receives a CPL request form from the student with Section 1 of the CPL Portfolio Form completed.
2. The faculty member or Department Chair will inform the student whether CPL will be available through a standard department process or through individual faculty assessment.
   1. In situations where there are department or program guidelines for CPL credit:
      1. The faculty member or Department Chair determines whether the student has met the program guidelines for granting CPL credit (e.g. a threshold score on an industry certification exam that has already been verified to align with a given CCC course).
      2. If so, the faculty member or Department Chair completes the applicable portion of the CPL Portfolio Form, indicating that the student can earn CPL credit for the course indicated.
      3. The CPL Form is sent to the Administrative Coordinator, who will contact the Dean and submit the CPL form for review. If approved, the Dean will sign the CPL Portfolio Form and the Scheduling Office will be contacted via the Course Scheduling email (by the Administrative Coordinator) in order to have the CPL section created in the Student Information System (SIS). The Administrative Coordinator will then give the CPL form to Enrollment Services.
      4. The student is registered for the CPL version of the course and receives credit according to the CPL standards, assuming other CPL requirements (e.g. student status/minimum credits at CCC) have been met. See ISP 360 Credit for Prior Learning for all CPL standards.
      5. After registration, the student is responsible to pay the CPL fee. Enrollment Services contacts the student to let them know that they need to submit payment.
   2. In situations where there are no department or program guidelines, the student must be assessed by a faculty member who is approved to teach the course. The faculty member will review the department’s course outline and discuss the associated learning outcomes with the student, including possible methods for assessing the student and how many credits could potentially be earned. Assessment may include in-person meetings in addition to other forms of communication. If the student wishes to proceed with an attempt to earn CPL credit:
      1. The faculty member completes the applicable portion of the CPL Portfolio Form.
      2. The faculty member prepares a CPL assessment plan for the student (similar to a course syllabus, setting forth how the learning outcomes for the course will be assessed, and the student’s obligations, including due dates).
      3. If enrolling in a CCC portfolio course is part of the assessment plan, it should be indicated on the CPL Portfolio Form.
      4. Using the approved CPL form, the student registers for the CPL version of the course, and the portfolio course(s) if applicable. Student pays applicable CPL fee (and tuition for the portfolio course).
3. The instructor enters a grade upon completion and evaluation of work submitted by the student according to the CPL assessment plan. This should be done no later than the end of the term, unless an “I” grade is awarded.
4. The instructor should retain the assessment plan and student materials used for the assessment according to standard retention schedules (currently at least one calendar year) before disposing of it. At the department’s discretion these materials may instead be maintained at the department level.

**Student Procedure for Portfolio Form**

1. The student completes Section 1 of the CPL Portfolio Form and submits the form to a Faculty Member or the Department Chair responsible for the course for which CPL credit is being requested.
2. The student communicates with the faculty member or Department Chair and is informed whether or not CPL is available according to department or program guidelines.
   1. In situations where there are department or program guidelines for CPL credit:
      1. The student communicates with the faculty member or Department Chair to determine whether they have met the guidelines for earning CPL credit (e.g. a threshold score on an industry certification exam that has already been verified to align with a given CCC course).
      2. If the student meets the guidelines, the faculty member or Department Chair will complete the remainder of the CPL Portfolio Form and work with Course Scheduling and Enrollment Services to have the CPL processed and the CPL course section created.
      3. The student registers for the CPL section of the course, receives credit according to the guidelines, and is contacted by Enrollment Services, assuming other CPL requirements (e.g. student status/minimum credits at CCC) have been met.
      4. After registration, the student is responsible to pay the CPL fee.
   2. In situations where there are no department or program guidelines, the student must be assessed by a faculty member who is approved to teach the course:
      1. The student will communicate with the faculty member or Department Chair who will review the department’s course outline and discuss the associated learning outcomes with the student, including possible methods for assessing the student and how many credits could potentially be earned.
      2. If the student decides to attempt the CPL, the faculty member or Department Chair will complete the remainder of the CPL Portfolio Form, will prepare an assessment plan, and will work with Course Scheduling and Enrollment Services to have the CPL processed and the CPL course section created.
      3. The student registers for the CPL section of the course, receives credit according to the guidelines, and is contacted by Enrollment Services, assuming other CPL requirements (e.g. student status/minimum credits at CCC) have been met.
      4. After registration, the student is responsible to pay the CPL fee (and tuition for the portfolio course if applicable).

**Challenge Exam:** for use with challenge exam

**Faculty and Staff Procedure for Challenge Exam**

1. Faculty Member or the Department Chair for which the CPL credit is requested receives a CPL request form from the student that has Section 1 of the CPL Challenge Exam Form completed.
2. Faculty member or Department Chair informs the student whether or not a challenge exam is available according to department or program guidelines. If so, the student will complete Section 2 of the CPL Challenge Exam Form and will sign it along with the faculty member or Department Chair, given that there is a challenge exam. The signed form is given to the student.
3. The faculty member or Department Chair determines where the exam will take place.
4. If the Testing Center is administering the exam, they will notify the faculty member or Department Chair that the student has completed the exam. Once notified, the faculty member or Department Chair will pick up the exam from the Testing Center
5. Instructor of Record fills out section 3 of the CPL Challenge Exam Form (exam date, grade, comments, and instructor of record).
6. Instructor of Record, faculty member, or Department Chair gives the CPL Challenge Exam Form to the Administrative Coordinator for the applicable division. The form is given to the Division Dean for signature.
7. The Administrative Coordinator notifies the Scheduling Office (via email) that the course needs to be built and provides proof of Dean approval at time of request.
8. The CPL form is given to Enrollment Services by the Administrative Coordinator.
9. Enrollment Services registers the student for the section and enters the grade.
10. Enrollment Services contacts the student to let them know that the CPL forms have been processed and that the CPL grade has been applied to their account.

**Student Procedure for Challenge Exam**

1. The student completes Section 1 of the CPL Challenge Exam Form and submits the form to a Faculty Member or the Department Chair responsible for the course for which CPL credit is being requested.
2. The student communicates with the faculty member or Department Chair and is informed whether or not a challenge exam is available according to department or program guidelines. If so, the student completes the Section 2 of the CPL Challenge Exam Form.
3. The student and faculty member or Department Chair sign the form.
4. The student brings the signed form to Enrollment Services and pays the fee.
5. The student will take the Portfolio Forma and payment receipt to where the testing will take place; either the Testing Center or the department.
6. Enrollment Services contacts the student to let them know that the Portfolio Forms been processed and that the CPL grade has been applied to their account.

**REVIEW HISTORY**

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| ISP Committee | Adopted | [Date] |
| College Council | Reviewed | [Date] |