Credit for Prior Learning (CPL) Portfolio Evaluation Summary

CLACKAMAS COMMUNITY COLLEGE

Term ☐ **Summer** ☐ **Fall** ☐ **Winter** ☐ **Spring** **20** _____ Today's Date _____

Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Please read the statement in the Schedule of Classes which describes how your number will be used. Providing your Social Security number means that you consent to the use of the number in the manner described.

Student ID# _____ Birthdate _____

Student Name _____

** If you are under 18, additional permissions may be required before you can register for classes.*

Mailing Address _____
Street *City* *State* *Zip*

Telephone _____ Email _____
Home *Work*

I am currently enrolled at CCC ☐ Yes ☐ No

See back of form for complete procedures.
- Payment must be made prior to student receiving CPL credits and grades.
- All signatures on form are required. (Instructor, Department Chair and Dean)

COURSES FOR WHICH STUDENT IS SEEKING CREDIT TO BE FILLED OUT BY CPL EVALUATOR

Course No #	Course Title	Credits Requested
-96		
-96		
-96		
-96		
-96		

Total Credits Requested _____ _____ Total Credits Granted

CPL EVALUATOR/DIVISION USE ONLY

This is to verify that credits have been approved based on the credit for prior learning documentation submitted.

_____ _____
CPL Evaluator Signature *Date*

_____ _____
Department Chair Signature *Date*

_____ _____
Dean Signature *Date*

CASHIER USE ONLY

_____ _____ _____ _____
TOTAL FEES ASSESSED *RECEIPT NO.* *DATE* *CASHIER INITIALS*

You may verify your enrollment, payments and/or grades by going to our home page on the Web at www.clackamas.edu and selecting myClackamas

Return completed form to:
Mailing Address: **Clackamas Community College, Office of Admissions, Registration and Records, 19600 Molalla Avenue, Oregon City, OR 97045**
Location: **Enrollment Services Center, Roger Rook Hall**
Phone: **503-594-6100** FAX: **503-722-5864** Email: **registration@clackamas.edu**

Credit for Prior Learning Standards:

1. Credit for Prior Learning awards course credits for experiential learning acquired outside the College.
2. Credit awards will be for courses taught at the College.
3. No student may earn more than 24 CPL credits (including challenge credits) toward a degree or 12 credits toward a certificate. The credits do not count toward residence requirements for a degree.
4. The student pays a CPL evaluation fee per credit hour earned.
5. The student must document his/her experiential learning in a portfolio and submit it to all departments from which credit is requested.
6. The department evaluator may request an interview with the student.
7. All credit awards must be initialed by the appropriate Dean.
8. Credit for Prior Learning forms must be filled out with the Office of Admissions, Registration and Records no later than the 8th week of the term for timely processing and recording. Forms received after the 8th week will be processed in the subsequent term.

Credit for Prior Learning Procedures:

1. Students can obtain the Credit for Prior Learning form from the Enrollment Services Center, Counseling and Advising Center, or an academic department office.
2. Students can inquire about the process for CPL credit from advisors, counselors or instructors of selected classes.
3. Students can inquire about the process for CPL credit from advisors, counselors or instructors of selected classes.
4. If CPL is appropriate, the student will work with the appropriate department to compile a portfolio documenting the request for prior learning credit by matching life experiences to the course objectives they are requesting credit. The student along with the department chair will determine which courses and how many credits the student can seek for CPL credit.
5. The student will submit the portfolio for evaluation to the department chair of each academic department which credit is requested. The department chairs will submit the portfolio to an instructor who teaches the course for which the student is requesting credit. The departmental evaluator may request an interview with the student as part of the evaluation.
6. When the review is complete, the portfolio is returned to the department chair and instructor/evaluator(s) involved will inform the student of the results of the evaluation. The instructor/evaluator(s) also complete the Credit for Prior Learning form indicating the credit(s) earned. In cases where credit is denied, the instructor/ evaluator(s) may suggest other ways to gain credit the student is seeking.
7. The department chair forwards the portfolio to the student and submits the form to the appropriate division office for Dean signature. Upon signing, the division office will send a copy of the CPL form(s) to the Course Scheduling Office for class section entry and will notify the student to pick up the completed CPL form.
8. The student pays the required CPL fee(s) for the credit(s) earned.
9. Faculty will process grading in the normal manner.