

Term  Summer  Fall  Winter  Spring 20\_\_\_\_\_ Date\_\_\_\_\_

**STUDENTS: PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT SECTION 1**

### 1. TO BE COMPLETED BY STUDENT

Student ID/SSN \_\_\_\_\_ Birthdate \_\_\_\_\_

 Student Name \_\_\_\_\_  
*First* *MI* *Last*

 Mailing Address \_\_\_\_\_  
*Street* *City* *State* *Zip*

Phone \_\_\_\_\_ Email \_\_\_\_\_

I am currently enrolled at Clackamas Community College for \_\_\_\_\_ credits.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### 2. TO BE COMPLETED BY CPL EVALUATOR

| Course Number | Course Title | Credits Requested | Grade |
|---------------|--------------|-------------------|-------|
| -96           |              |                   |       |
| -96           |              |                   |       |
| -96           |              |                   |       |
| -96           |              |                   |       |
| -96           |              |                   |       |

### 3. TO BE COMPLETED BY CPL EVALUATOR/DIVISION

This section verifies that the requested CPL credits have been approved.

CPL Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

 Course section has been created by Curriculum and Scheduling office

### 4. TO BE COMPLETED BY ENROLLMENT SERVICES

 Total Fees \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date of Payment \_\_\_\_\_  
*Non-AR Code: CPL*  
 Date Registered \_\_\_\_\_ Date Grade Entered \_\_\_\_\_ Staff Initials \_\_\_\_\_

## Credit for Prior Learning (CPL) Conditions:

1. No more than 25% of degree or certificate requirements can be satisfied by CPL credit.
2. Departments may exempt certain courses from CPL.
3. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
4. The recommending faculty member approves the awarding of credit for a particular course based on either:
  - a. A direct assessment by the faculty member of a student's achievement (this might include consideration of how a student performed on external assessments); OR
  - b. Solely by policy. Faculty will propose departmental standards for granting students credit for an acceptable level of performance on externally administered assessment(s). If such a policy has been adopted and published by the department, credit will be granted based on the policy.
5. To earn credit, a student must, at a minimum, document achievement of the student learning outcomes associated with the course at a level similar to a student passing the course with a grade of C or better. (Departments may set this threshold higher at their discretion.)
6. Only enrolled students can receive CPL. To be considered an "enrolled student" at CCC for this purpose, a student must either:
  - a. Complete a minimum of 3 non-CPL credits at CCC during the quarter in which CPL is requested; OR
  - b. Have received a minimum of 12 non-CPL credits from CCC in previous terms.Portfolio classes taken as part of CPL attempts will count toward these totals, since credits earned in those classes are independent of CPL credit awards.
7. Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL credit should be granted:
  - a. CCC-administered assessments: Portfolio, Challenge Exam (produced by department), Performance Assessment (produced by department), or any combination of these
  - b. Externally administered postsecondary assessments (such as CLEP), ACE transcribed credit, or industry certification
  - c. Externally administered secondary assessments (covered in other ISPs), such as Advanced Placement (AP) Exam or International Baccalaureate (IB) Exam
8. How CPL credit is graded and transcribed:
  - a. Successfully earned CPL credit will be noted with a grade of either A-C or Pass at the department's discretion.
  - b. Credits earned via CPL will always include a CPL notation on the student's transcript.
9. Students may request CPL for the same course more than once.
10. Students may not request CPL for a course they have already taken or received transfer credit for at CCC.
11. **CPL credit will not be covered by financial aid funds.**

## Credit for Prior Learning (CPL) Procedures:

1. Student obtains the CPL request form, fills out their portion of the form, and submits it to their faculty advisor or the department chair(s) from the department in which CPL credit is requested.
2. Student meets with the department chair(s) or designated faculty member(s) from each academic department in which CPL credit is requested. The chair(s) or designated faculty member(s) will inform the student whether CPL is available on a policy basis (e.g. when a given external assessment has been pre-approved for CPL depending on the student's performance).
3. In situations where there is a policy basis for CPL credit:
  - a. The instructor or faculty advisor determines whether the student has met the policy requirements 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).
  - b. If so, the instructor or faculty advisor completes the applicable portion of the CPL request form, indicating that the student can earn CPL credit for the specified course.
  - c. Student pays for the credit, registers for the CPL version of the course, and immediately receives credit according to the policy, assuming other CPL conditions have been met (e.g. minimum credits at CCC). **Challenge Exam CPL credit costs: \$50 flat fee per course plus \$25 per credit.**
4. In situations where there is no policy basis for CPL credit, the student must be assessed by a faculty member who is approved to teach the course. The student will meet with the faculty member, 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. If the student wishes to proceed with an attempt to earn CPL credit:
  - a. The faculty member approves the CPL request form.
  - b. 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).
  - c. If enrolling in a CCC portfolio course is part of the assessment plan, it should be indicated on the CPL request form.
  - d. Using the approved CPL request form, the student registers for the CPL version of the course, and the portfolio course(s) if applicable. Student pays applicable fees (and tuition for the portfolio course). **Portfolio Evaluation CPL credit costs: \$50 flat fee plus ½ of the current tuition per credit.**
5. 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.)
6. 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 them. At the department's discretion, these materials may instead be maintained at the department level.