ISP 360P
Credit for Prior Learning (CPL) Procedure

PURPOSE

Credit for Prior Learning (CPL) allows individuals to receive academic credit for knowledge and skills they have acquired through past experiences, such as work and professional training or licensure.

SUMMARY

Credit for Prior Learning can be awarded for courses for which the College maintains an active course outline.

PROCEDURE

Portfolio Form:

- For use with portfolio

Faculty and Staff Procedure

1. A faculty member or the Department Chair reviews the CPL criteria with the student to determine if CPL is a good fit. They direct the student to the correct CPL form linked to the CCC intranet. They assist the student in listing the instructor and department chair. The student completes section one of the CPL form.
    a. In situations where there are department or program guidelines for CPL credit:
        I. The faculty member or Department Chair determines whether the student has met the program guidelines for granting CPL credit.
        II. If so, the faculty member or Department Chair selects the appropriate CPL form from the CPL webpage in myClackamas. The student completes their section of the form and signs it agreeing to the fee (if applicable).
        III. The CPL Portfolio Form is sent to the faculty member to enter the course and credit information. Then the form is automatically sent to:
            i. the Dean for review and signature.
            ii. If approved, the form is sent to the Scheduling Office, to have the CPL section created in the Student Information System (SIS).
            iii. After the section is created, it is sent to Registration & Records who ensure the student is eligible for CPL. Registration & Records also calculates the fee and contacts the student with payment instructions.
        IV. After payment, 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 Policy for all CPL standards).

b. 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 methods for assessing the student and the number of credits that could potentially be earned. Assessment may include in-person meetings in addition to other forms of communication.

    I. If the student wishes to proceed with an attempt to earn CPL credit:
- i. The faculty member completes the applicable portion of the CPL Portfolio Form.
- ii. The faculty member prepares a CPL assessment plan for the student (like a course syllabus, setting forth how the learning outcomes for the course will be assessed, and the student's obligations, including due dates).
- iii. If enrolling in a CCC portfolio course is part of the assessment plan, it should be indicated on the CPL Portfolio Form.
- iv. Using the approved CPL form, the student registers for the CPL version of the course and the portfolio course(s). Student pays applicable CPL fee and tuition for the portfolio course.

2. 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).
3. 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

1. 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.
   a. In situations where there are department or program guidelines for CPL credit:
   - i. The student communicates with the faculty member or Department Chair to determine whether they have met the guidelines for earning CPL credit.
   - ii. If the student meets the guidelines the faculty member or Department Chair will complete the remainder of the CPL Portfolio Form and work with Registration & Records to have the CPL processed and the CPL course section created.
   - iii. The student pays the CPL fee and is registered for the CPL section of the course, receives credit according to the guidelines, and is contacted by Registration & Records, assuming other CPL requirements (e.g., student status/minimum credits at CCC) have been met.
   b. 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:
   - i. 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 methods for assessing the student and the number of credits that could potentially be earned.
   - ii. 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 Registration & Records to have the CPL processed and the CPL course section created.

iii. The student pays the CPL fee and is registered for the CPL section of the course, receives credit according to the guidelines, and is contacted by Registration & Records, assuming other CPL requirements (e.g., student status/minimum credits at CCC) have been met.

Challenge Exam

- For use with challenge exam

Faculty and Staff Procedure

1. Faculty member or the Department Chair reviews the CPL criteria with the student to determine if CPL is a good fit. They direct the student to the correct CPL form linked to the CCC intranet. They assist the student in listing the instructor and department chair. The student completes section one of the CPL form.
2. The faculty member completes Section 2 of the CPL Challenge Exam Form.
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. The Instructor of Record fills out section 3 of the CPL Challenge Exam Form (exam date, grade, comments, and instructor of record).
6. The form is sent to the division dean for a signature. The form is sent to the Scheduling Office so they can create the section.
7. The CPL form is sent to Registration & Records. Registration & Records ensure the student is eligible for CPL and calculates the fee. They contact the student with payment instructions and process the payment when the student submits it.
8. Registration & Records registers the student for the section and enters the grade.
9. Registration & Records contacts the student to let them know that the CPL forms have been processed, and the CPL grade has been applied to their account.
10. A copy of the completed CPL form is sent to the faculty member and Administrative Coordinator to process the faculty member's pay.

Student Procedure

1. The student communicates with the faculty member or Department Chair and is informed whether a challenge exam is available according to department or program guidelines.
2. The student and faculty member or Department Chair will sign the form.
3. The student pays the fee.
4. The student will take the Challenge Exam Form and payment receipt to where the testing will take place, either the Testing Center or the department.
5. Registration & Records contacts the student to let them know that the Challenge Exam Forms have been processed, and that the CPL grade has been applied to their account.

Other CPL Form for Non-Challenge Exam/Non-Portfolio

- For use with industry certification review, credentials review, ACE

Faculty and Staff Procedure

1. Faculty member or the Department Chair reviews the CPL criteria with the student to determine if CPL is a good fit. They direct the student to the correct CPL form linked to the CCC intranet. They assist the student in listing the instructor and department chair. The student completes section one of the CPL form.
   a. In situations where there are department or program guidelines for CPL credit:
      I. 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).
      II. If so, the faculty member or Department Chair completes the applicable portion of the CPL Other Form, indicating that the student can earn CPL credit for the course indicated.
      III. The CPL Form is sent to:
         i. the Dean for review.
         ii. If approved, the CPL Other Form is sent to the Scheduling Office, to have the CPL section created in the Student Information System (SIS).
         iii. Then it is sent to Registration & Records 2.a.III.i and 2.a.III.ii are complete.
         iv. Registration & Records ensure the student is eligible for CPL. See [ISP 360 Credit for Prior Learning](#) for all CPL standards. Then Registration & Records calculates the fee and sends payment instructions to the student.
         v. After payment, Registration & Records register the student and submits the grade.
         vi. A copy of the completed CPL form is sent to the faculty member and Administrative Coordinator to process the faculty member's pay.
   b. 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 methods for assessing the student and the number of credits that could potentially be earned. Assessment may include in-person meetings in addition to other forms of communication.
      i. If the student wishes to proceed with an attempt to earn CPL credit the faculty member completes the applicable portion of the Other CPL Form.
      ii. The faculty member prepares a CPL assessment plan for the student (like a course syllabus, setting forth how the learning outcomes for the course will be assessed, and the student's obligations, including due dates).
      iii. Using the approved CPL form, student pays applicable CPL fee. Registration & Records registers the student for the CPL version of the course. Registration & Records enters the grade for the course as well.
2. 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
1. The student communicates with the faculty member or Department Chair and is informed whether CPL is available according to department or program guidelines.
   a. In situations where there are department or program guidelines for CPL credit:

      i.   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).

      ii.   If the student meets the guidelines the faculty member or Department Chair will complete the remainder of the Other CPL Form for Non-Challenge Exam/Non-Portfolio CPL Form and work with Course Scheduling and Enrollment Services to have the CPL processed and the CPL course section created.

      iii.   After payment, the student is registered for the CPL section of the course, receives credit according to the guidelines, and is contacted by Registration & Records, assuming other CPL requirements (e.g., student status/minimum credits at CCC) have been met.

b.   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:

      i.   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 methods for assessing the student and the number of credits that could potentially be earned.

      ii.   If the student decides to attempt the CPL the faculty member or Department Chair will complete the remainder of the Other CPL Form for Non-Challenge Exam/Non-Portfolio CPL Form, will prepare an assessment plan, and will work with Course Scheduling and Registration & Records to have the CPL processed and the CPL course section created.

      iii.   After payment, the student is registered for the CPL section of the course, receives credit according to the guidelines, and is contacted by Registration & Records, assuming other CPL requirements (e.g., student status/minimum credits at CCC) have been met.

REVIEW HISTORY

ISP Committee	Adopted	November 22, 2024
College Council	Second Read	June 7, 2024