

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
4	11P	Academic Credit for Prior Learning (ACPL)	Adopted	Campus Forum 2024	Reviewed 2024
			Revised 2024		Next review 2027

PROCEDURE

Prior Experiential Learning and Course Challenge

Students requesting academic credit for Prior Experiential Learning (PEL) and Course Challenge will follow these steps:

1. Contact the faculty to request Academic Credit for Prior Learning (ACPL).
2. Schedule the Portfolio Review or the Course Challenge.
3. Pay the \$50.00 evaluation fee and the \$20.00 transcript processing fee at the Cashiers office.
 - a. Faculty may opt to waive the \$50.00 evaluation fee.
4. Complete the assessment.

Both PEL portfolio and the course challenge assessment will be graded based on the CPTC grading policy.

NOTES: 1. Students may take the course challenge one time. If a passing grade is not earned, then the student must take the course.

2. Not all CPTC courses are eligible for a course challenge. Please see the Prior Learning Assessment website for a list of courses available for a course challenge.

CREDIT BY TESTING

Students must provide an official transcript from the testing source to the Credentials Evaluator. The transcript will be evaluated and credit applied to the student's record if applicable toward the student's program of study.. There is no fee for awarding credit by testing. This category is not graded because it is considered transfer credit.

EXTRA-INSTITUTIONAL LEARNING

Students must provide certificate of industry training to the program faculty for evaluation. This category is not graded because it is considered transfer credit.

Additional Information and timeline for faculty receiving the request for Prior Experiential Learning, Course Challenge and Extra-Institutional Learning: Faculty will evaluate the credits for non-traditional learning in relation to the competencies of the program and will award credit for demonstrated learning outcomes that are appropriate to the subject, course or program offered. The faculty will have 15 instructional days to evaluate the student request and return it to the Credentials Evaluator for posting to the student record.

The Credentials Evaluator will post Credits for Non-Traditional Learning within five (5) business days from receiving the credits to be awarded from the faculty. The credits will be transcribed to the student record in compliance with the SBCTC coding manual.

APPROVAL:

By:

Dean Kelly, Vice President for Student Success

A handwritten signature in blue ink that reads "Dean Kelly".

Date:

A handwritten date in blue ink that reads "11/6/24".