

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER	SECTION	TITLE	HISTORY		
4	11P	Academic Credit for Prior Learning (ACPL)	Adopted 2001	Campus Forum	Reviewed 2021
			Revised 2021		Next review 2023

PROCEDURE

Students requesting credit for non-traditional learning will contact the credentials evaluator in the Enrollment Services office. The Credentials Evaluator will forward the request to the appropriate program faculty.

Faculty receiving the request for Prior Experiential Learning, Extra-Institutional Learning and Course Challenge from the Credentials Evaluator will evaluate these 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 three (3) weeks to review the student request and return it to the Credentials Evaluator for posting to the student record.

CREDIT BY TESTING: Students must provide an official transcript from the testing source and complete the request for credit evaluation form available from the Enrollment Services office. Credit will be evaluated and be applied if applicable toward the student's program of study with pre-determined course equivalencies. There is no fee for awarding credit by testing. This category is not graded because it is considered transfer credit.

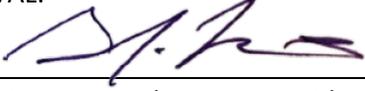
PRIOR EXPERIENTIAL LEARNING: Students will complete the request for a portfolio review through the Credentials Evaluator. The student must pay the \$50.00 evaluation fee and the \$20.00 credit transcription fee for each course for which Prior Experiential Learning is requested. Once the fee is paid, the request for Prior Experiential Learning will be forwarded to the appropriate program faculty for evaluation and grading. This category may be graded according to the CTPC grading policy.

EXTRA-INSTITUTIONAL LEARNING:

Students must provide certificate of industry training to the Credentials Evaluator in the Enrollment Services office. The Credentials Evaluator will forward the certificate and request for evaluation to award credit for all or part of related courses to the faculty member depending on program of study. This category is not graded because it is considered transfer credit.

COURSE CHALLENGES: Students will complete the request for a course challenge through the Credentials Evaluator and pay the \$50.00 evaluation fee and the \$20.00 course transcription fee for each course challenge. Once the fee is paid, the request for course challenge will be forwarded to the appropriate program faculty for follow-up with the student and the appropriate method to determine knowledge of course outcomes. This category may be graded according to the CPTC grading policy.

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:  Date: 02/09/2021
Scott J. Latiolais, Vice President for Student Success