Credit for Prior Learning Handbook

Academic Advising Center

www.uaf.edu/advising/cpl

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Division of General Studies

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March 2011

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GENERAL INFORMATION

I. What is Credit for Prior Learning?

Students may earn credit based on learning they have obtained outside the classroom. Students will document the **university-level** learning they have gained through employment, volunteer service or other life experiences with a portfolio or copies of licenses and certificates earned.

Students may earn no more than 25 percent of total program requirements through the credit for prior learning program. Credit for Prior Learning is only for **undergraduate credit** and is not available for graduate-level credits.

Credentials for **admitted degree students who are currently enrolled** or who have applied for graduation are reviewed by faculty from participating departments who determine if this process is appropriate and make recommendations for awarding prior learning credit. Review is based on equivalency to courses listed in the UAF Catalog http://www.uaf.edu/courses. Credit received for prior learning is not graded, so it does not affect the student's GPA and **is not considered residence credit**.

II. What is University-Level Learning?

Students don't earn credit for experience, but through the learning they have gained from their various work and life experiences. Therefore, the experiences include **theoretical** and **current** learning that is **relevant** to an academic field offered by UAF. Data, skills sets, and practical applications are evaluated as well. Students might also be required to understand the concepts and history behind the experiences that they have had and they will be asked to apply their learning to novel situations. The length of time involved in their experiences is less important than the quality of their experiences.

Thus, UAF offers a way to obtain credit *for* learning – but *not* credit for experience. It is most helpful in identifying learning outcomes to follow UAF's catalog www.uaf.edu/courses to help focus experience in terms of course titles and descriptions. The simplest means of obtaining credit through this process is to identify specific courses that you feel you have already mastered as a result of your experience.

III. Where Do Students Obtain University-Level Learning?

University-level learning may be obtained through a variety of experiences. Use the ***Learning History Worksheet*** and the following list if ideas to get students started:

- Employment: Any paid activity.

- Education: Non-credit courses and seminars resulting in some worthwhile training. Among these would be workshops, clinics, conferences, discussion groups, evening courses, lecture series, television or radio courses, correspondence courses, or newspaper courses.
- Volunteer Experiences: Organizations including community service projects of any type, church activities, and political activities.
- Recreational activities and hobbies: Any leisure time activity for the purpose of personal satisfaction and enjoyment. Examples include creative writing, theater, sports, artistic activities, gardening, camping, outdoor activities, concert or theater-going. Such activities would require extensive documentation and substantiation.
- Military Experience: Branch or service, rank, length of service, service school attended, and credit for military specialty. Check with the Office of Admissions & Registrar to verify the CPL process is appropriate since military experience is reviewed for credit in a different manner.
- Licenses, awards, and publications: Any professional licenses held, awards received, or publications authored.
- Travel: Study tours, vacations, business trips, living for extended time in various parts of the country.
- Homemaking: Child care, elderly care, home repairs, landscaping, gardening, cooking, remodeling, or home maintenance.

IV. Who Evaluates University-Level Learning?

First, students should meet with their academic advisor and develop their baccalaureate, associate, or certificate educational plan on DegreeWorks uaonline.alaska.edu. Once students have their educational and career goals at least roughly defined, the student and his or her academic advisor can discuss the possibilities for exploring alternate ways to earn credit like CLEP tests, Credit by Exam, BYU Foreign Language Testing Service, or an evaluation of certificates and licenses through the American Council on Education (ACE).

University-level learning may come from a variety of sources, including non-accredited training, in-service workshops, independent research, volunteer activities, employment, hobbies, travel, and so on. Included in this handbook is a ***Learning History Worksheet*** to get students started on documenting possible sources of university-level learning and tying their learning to regularly-offered undergraduate courses.

For instance, a student may have verifiable university-level learning based on a falconry hobby, but if the learning doesn't match up with the student learning outcomes of a UAF course, then he or she won't be able to apply for CPL. However, students could talk to their academic advisor about the possibility of Individual Study as an alternative to CPL.

Once a list of CPL possibilities has been compiled, the student or academic advisors should contact a CPL Reviewer in the Academic Advising Center or their rural campus student services office to discuss the student's ***Learning History Worksheet*** and how to apply. From there, the CPL Reviewer will refer the student to faculty from the academic department associated with the course(s) on the student's list. It is up to the academic departments to allow CPL credits to be used for their courses, and while many departments welcome CPL, some departments do not allow students to apply for CPL. If a department doesn't allow CPL, the CPL Reviewer will discuss other possibilities for the student to pursue like Credit by Exam or Individual Study.

V. How Long Does It Take to Get Credit?

Credit for Prior Learning is a learning process in and of itself, and is intended to be that way, involving the development of a portfolio documenting and representing the student's university-level learning. Critical reflection is an important part of the process and as such, a ***Learning Reflection Narrative*** is required. The ***Learning Reflection Narrative*** allows students to demonstrate how their experiences, competencies, and learning can be applied to other areas of their academic studies or life. Students will want to demonstrate higher order critical thinking skills such as synthesis, analysis, and evaluation in order to indicate that they understand the concepts behind the skills developed with their prior experiences. It is important to understand that quality is more important than quantity when developing the portfolio. Students should plan on taking several weeks from beginning to end to explore, develop, and produce their portfolio and have their portfolio evaluated by the CPL Evaluation Committee. Students shouldn't wait until the month before graduation to decide to go for CPL. The process can take two weeks to two to three months, depending on how difficult it is to find direct or indirect documentation for the portfolio. Credit for prior learning based on certificate/license typically takes less time and may be processed in one to two weeks, depending on the type of credit being evaluated.

VI. How Many Credits May Students Obtain Through CPL?

UAF's regional accreditation association limits CPL credit to 25% or less of the student's total degree program. For example, if a student is enrolled in a 120-credit baccalaureate program, no more than 30 credits may be used for CPL.

VII. Can CPL Help the Student's GPA?

No, but the good news, is it can't hurt it either. CPL awards non-resident credit, so the CPL will appear on the student's transcript as transfer credit, therefore, the student will receive credit towards his or her degree, but no grade points towards his or her grade point average.

VIII. Will CPL Credits Transfer to Another University?

CPL credits apply to certificate and degree programs at UAF only. Transfer of CPL credits to other colleges or baccalaureate-granting institutions will require review by the accepting institution and is not guaranteed nor implied.

IX. How Much Does CPL Cost?

There is a $50 fee to have the portfolio or license/certificate evaluated and is paid when the student submits the ***Application Form***. Payment does ***not*** guarantee that the student's CPL portfolio will be approved by the CPL Evaluation Committee. If the CPL portfolio is approved, an additional cost of $10 per credit hour will be assessed.

X. What's a CPL Portfolio?

In documenting experiential learning, the burden of proof rests with the student. Applicants must demonstrate to their faculty evaluator what has been learned and what the degree of learning is by providing documentation in the form of a portfolio. Specifically students must identify what they have learned in terms of knowledge, skills, and values gained from their experience. This would include an explanation of what they know, what they can do with what they know, and what values they perceive that have affected their life as a result of the experience.

NOTE: If the student had experience in **different subject areas**, **separate portfolios** substantiating those experiences will be required. If credit requested is from different subject areas, separate evaluation forms will also need to be submitted.

In order to receive college credit, students must be able to express their learning outcomes to meet specific criteria. Before proceeding with the process of building the portfolio, students will need to determine whether or not their experience passes the following tests:

1. **Is the student's knowledge and/or skill current**? If the applicant worked as an electronic repairperson 20 years ago but has not kept pace with technological advancement in electronics, the credit for prior learning committee would be unlikely to award college credit.

2. **Is the student's knowledge applicable in other cases outside this specific job or context in which it was learned?** If the applicant was a volunteer in his or her child's preschool, would the applicant understand the principles and theories of early childhood development or is his or her knowledge related primarily to the stages of his or her own child's development?

3. **Is the student's experience in learning at university level?** Can the student demonstrate that his or her learning was more than just practical experience in that it included the application of certain theoretical principles of knowledge from others who have some recognition in the field? Does the student know what recognized experts in the field have done, thought, read, and said concerning the student's area of knowledge? For example, if the applicant's experience is in human resources management, can he or she describe different theories of motivation, techniques in hiring, methods of job assessment, or methods of job performance evaluation?

4. **Can the student's knowledge be measured and evaluated?** Will the student be able to demonstrate how much he or she know sand what he or she has learned in the subject area?

Direct documentation includes examples of work created by students that demonstrates their learning and knowledge. Examples of direct documentation include: articles, reports, artwork, photographs, manuals, computer programs, lesson plans, and so on.

Indirect documentation includes third party validation of the student's learning and knowledge. Examples of indirect documentation include: letters from employers, teachers, or colleagues who are qualified to verify the student's learning.

The key to linking the amount of credit requested to the amount of experience the student had is to focus on the knowledge or skills learned rather than the length of time spent in the activity.

XI. What's a CPL Certificate/License?

National, state, or institutional certificates/licenses that have not been previously evaluated by UAF my be submitted for CPL. If the certificate/license is approved for credit, precedent is established for other students to obtain credit without going through the CPL process.

CREDIT FOR PRIOR LEARNING PARTICULARS

I. How Do Students Write and Submit the CPL Portfolio?

There is no right way or wrong way to prepare a portfolio. What is important is that the portfolio demonstrates to an outside expert what students have learned from the experience; not merely that students have had the experience.

Use the ***CPL Checklist*** and ***CPL Flowchart*** to help students visualize each step in the process and to make sure students have all the required forms and papers for the portfolio. The Cover Page, Table of Contents, Learning Reflection and Narrative should be written in Word with the standard 8.5" x 11" Portrait layout and clearly titled. All documents and certificates should be copies rather than originals.

However, originals should be available upon request by the CPL Reviewer or Faculty Evaluator.

A list of suggested forms of documentation is provided below. This is not intended to be all-encompassing nor exclusive. Not all of the items contained in this list would be appropriate for every portfolio and there may be others that may be as appropriate.

- Letters from employers or supervisors
- A copy of a certificate
- Letters of reference
- Tapes
- Resumes
- Newspaper articles highlighting activity and learning obtained
- Artwork
- Photographs of creative or scholarly activity
- List of books and periodicals read, as well as other sources of what you have learned
- Papers and proposals
- Job descriptions and/or classifications
- Official forms or records (promotions or job evaluations)

Once a student completes his or her portfolio, the student will need to submit it to the Faculty Evaluator chair for review by the CPL Evaluation Committee. Portfolio submission may be in electronic form scanned or uploaded as attachments to an email or printed in a binder. Faxed portfolios will not be accepted except for the initial Application Form.

If the student's portfolio is approved, the CPL Evaluation Committee will submit the portfolio to the Dean of the college/school associated with the course credit and to the Academic Advising Center Director for a final review. If credit is approved, the student will need to pay the Business Office and the portfolio will be submitted to the Office of Admissions & the Registrar to post the approved credits onto the student's transcript.

II. What Techniques Are Used to Evaluate the CPL Portfolio or Certificate/License?

In conducting any type of assessment, it is important that careful documentation be made of the entire assessment process. A general evaluation instrument should be used along with any specific tools needed for the particular procedure chosen.

The student's portfolio must:

- address the course student learning outcomes identified in the course syllabus
- demonstrate university-level learning at the Passing "P" (2.0) level or higher
- reflect the student's own experience and knowledge and translate the experience and knowledge to other contexts
- provide evidence to support learning and competencies
- be well-organized, coherent and relevant to the course student learning outcomes

While the portfolio provides written evidence documenting the student's background, knowledge and skills, there are five basic types of assessment procedures that are most commonly used, singularly/or in combination, when carrying out a CPL evaluation:

1. An *oral interview* - through a directed conversation, the CPL Evaluation Committee ascertains the extent of the student's knowledge
2. *Observation of competencies*- in which the CPL Evaluation Committee observes the student demonstrating the competency directly, as in welding.
3. *Skills demonstration/presentation* – in which the student demonstrates learning gained by the prior experience through a presentation or product
4. *Assessment of direct documentation*–the CPL Evaluation Committee will verify and review certificates, licenses, newspaper articles, artwork, and so on.
5. *Assessment of indirect documentation*–the CPL Evaluation Committee will verify and review employer or reference letters, and other third party validations of the student's learning

III. What Role Does the Academic Advisor Play in Credit for Prior Learning?

The **Academic Advisor** assists the student in developing his or her educational plan and documenting that plan on DegreeWorks uaonline.alaska.edu. The Academic Advisor will help the student explore other alternate ways to earn credit, including CLEP tests http://www.uaf.edu/catalog/current/admissions/transfer_placement_chart1.html., Brigham Young University's foreign language tests http://flats.byu.edu/ , DSST exams http://www.getcollegecredit.com/downloads/examlist.pdf, math or language bonus credits http://www.uaf.edu/catalog/catalog_11-12/admissions/transfer_placement.html#Advanced_Placement, credit by license/certification http://www.uaf.edu/admissions/undergrad/transfer/, credit through Servicemembers' Opportunity Colleges (SOC) http://www.uaf.edu/admissions/other/military/ or challenge a course via Credit by Exam http://www.uaf.edu/testing/uaf-specific-tests/. Once all of these options have been exhausted, the Academic Advisor can help the student identify prior learning experiences that may be equivalent to UAF courses and refer the student to a CPL Reviewer at his or her campus.

IV. What Does the CPL Reviewer Do?

The **Credit for Prior Learning Reviewer** is a specially-trained staff or faculty member who sits on the CPL Evaluation Committee and guides the student through the Credit for Prior Learning process.

The CPL Reviewer:

- Explores the simplest, most relevant, and cost-effective path for the student to receive credit (i.e. Credit by Exam, CLEP, etc)
- Reviews the student's eligibility for obtaining CPL credit
- Ensures the student doesn't already have credit for the identified UAF course
- Notes the maximum number of credits the student may obtain through CPL
- Assists the student in contacting the appropriate department/faculty member to evaluate the CPL portfolio or certificate/license
- Discusses ramifications for authorizing or revoking release of the CPL Portfolio
- Signs the ***Application Form*** and ***Evaluation Report Form***

In essence, the CPL Reviewer acts as a shepherd to the CPL Portfolio or Certificate/License to maximize the likelihood of approval.

V. What Does the Faculty Evaluator Do?

The **Faculty Evaluator** represents the academic department in determining the equivalency of the CPL Portfolio or Certificate/License to the identified department's undergraduate course. The **Faculty Evaluator Chair** will lead the assessment and evaluation of the student's portfolio or certificate/license. If the CPL Portfolio or Certificate/License is approved, the Faculty Evaluator will submit the CPL to the Dean of the college/school. If the CPL Portfolio or Certificate/License is not approved, the CPL materials will be returned to the student and CPL Reviewer.

The Faculty Evaluator:

- Acknowledges if a department allows CPL evaluation of its undergraduate courses
- Identifies other qualified Faculty Evaluators to serve as chair or a member of the CPL Evaluation Committee
- Identifies the campus CPL reviewer to serve on the CPL Evaluation Committee
- Evaluates the CPL Portfolio or Certificate/License
- Signs the ***Application Form***, ***Evaluation Report Form***, and the ***Credit Award Form***

VI. What is the Dean's Role in CPL?

The **Dean of the College/School** in which the CPL undergraduate credit is requested reviews the CPL Portfolio or Certificate/License approved by the CPL Evaluation Committee and determines final approval of credit. If approved, the Dean submits the CPL Portfolio or Certificate/License to the Academic Advising Center Director. If not approved, the Dean submits the CPL back to the Faculty Evaluator Chair.

VII. Who Else is Involved in CPL?

A **Business Office representative** must document payment for the CPL application on the ***Application Form*** and the credit awarded.

The **Academic Advising Center Director** receives the approved CPL Portfolio or Certificate/License from the College/School Dean and provides a quality check of the materials and forms. The AAC Director may ask for additional documentation or signatures as warranted. Once all the I's have been dotted and the T's crossed the AAC Director contacts the CPL Reviewer and student informing them they need to make payment with the Business Office. The AAC Director signs the ***Credit Award Form*** and submits the form to the Business Office for documentation of payment and to the Office of Admissions & Registrar.

An **Office of Admissions & Registrar representative** receives the CPL materials from the AAC Director, signs the ***Credit Award Form*** and scans the material onto the OnBase Digital Imaging program and posts the approved credits to the student's transcript

APPENDIX

LEARNING HISTORY WORKSHEET

LEARNING REFLECTON NARRATIVE

FLOW CHART

CHECKLIST

APPLICATION FORM

INFORMATION RELEASE FORM

EVALUATION REPORT FORM

CREDIT AWARD FORM

CREDIT FOR PRIOR LEARNING
LEARNING HISTORY WORKSHEET

MAJOR TOPIC AREAS - Experience	DOCUMENTATION	DEPT/SUBJECTS	CREDIT
EMPLOYMENT			
EDUCATION			
VOLUNTEER EXPERIENCE			
RECREATIONAL ACTIVITIES/HOBBIES			

CREDIT FOR PRIOR LEARNING
LEARNING HISTORY WORKSHEET

MAJOR TOPIC AREAS - Experience	DOCUMENTATION	DEPT/SUBJECTS	CREDIT
MILITARY EXPERIENCES			
LICENSES/AWARDS PUBLICATIONS			
TRAVEL			
HOMEMAKING			

CREDIT FOR PRIOR LEARNING
LEARNING REFLECTION NARRATIVE

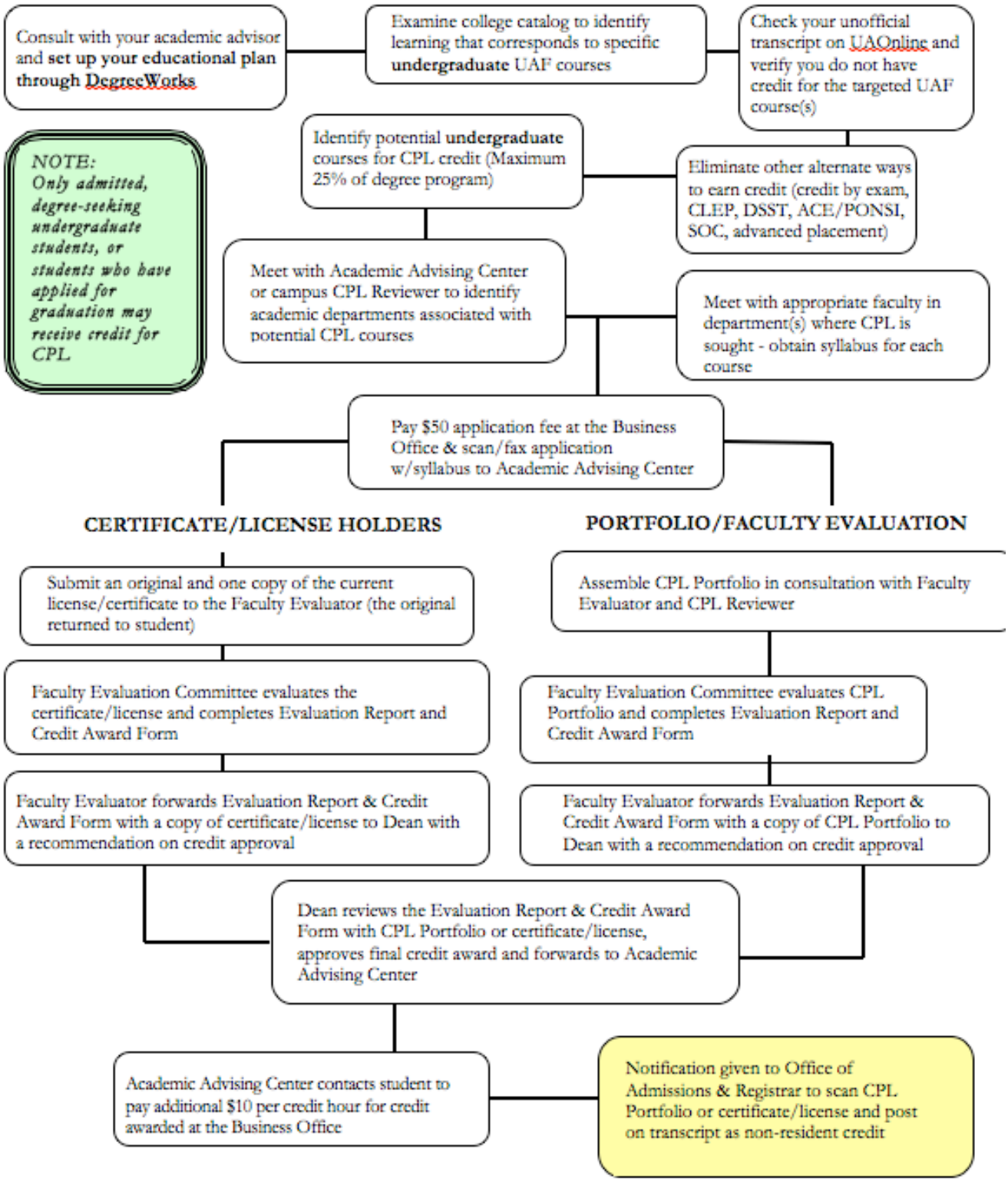
http://www.uaf.edu/advising/cpl/

The Learning Reflection Narrative is the critical part of your portfolio that articulates how your learning matches the student learning outcomes of the course(s) identified for Credit for Prior Learning (CPL) credit. The narrative should be written in standard English and organized into paragraphs. Use double spacing and a 12-point font similar to Arial or Times New Roman.

The narrative:

- Describes **what** you learned and shows **how** it relates to your academic goals
- Describes **where** and **when** you experienced the activities that led to the learning
- Explains **why** the university-level learning you obtained is equivalent to the student learning outcomes outlined in the course syllabus
- Describes any current insights or perceived values resulting from your experiences that have affected your life
- Describes any concepts, theories, principles, models or research methods that were learned
- Demonstrates **how** the learning has been (or could be) applied to other experiences or new situations
- Explains **how** your current and **how** relevant your learning is to the academic field of study
- Describes **how** the supporting documentation in the portfolio relates to the learning that was gained

CREDIT FOR PRIOR LEARNING FLOW CHART



CREDIT FOR PRIOR LEARNING CHECKLIST

http://www.uaf.edu/advising/cpl/

PORTFOLIO

- ☐ Cover Page
- ☐ Table of Contents
- ☐ Application Form (CPL Reviewer/Academic Advising Center, Faculty Evaluator, Business Office signatures required)
- ☐ Information Release Form (Student signature required)
- ☐ Learning Reflection Narrative
- ☐ Learning History Worksheet (optional)
- ☐ Course Syllabus
- ☐ Documentation Supporting Syllabus Student Learning Outcomes
- ☐ Evaluation Report Form (Faculty Evaluator Chair, Faculty Evaluator, and CPL Reviewer signatures required)
- ☐ Credit Award Form (Faculty Evaluator Chair, Dean of College/School, Academic Advising Center Director, Business Office, and Admissions signature required)

CERTIFICATE/LICENSE

- ☐ Application Form (CPL Reviewer/Academic Advising Center, Faculty Evaluator, Business Office signatures required)
- ☐ Information Release Form (Student signature required)
- ☐ Course Syllabus
- ☐ Original and Copy of Certificate/License
- ☐ Evaluation Report Form (Faculty Evaluator Chair, Faculty Evaluator, and CPL Reviewer signatures required)
- ☐ Credit Award Form (Faculty Evaluator Chair, Dean of College/School, Academic Advising Center Director, Business Office, and Admissions signature required)

CREDIT FOR PRIOR LEARNING APPLICATION FORM

http://www.uaf.edu/advising/cpl/

DATE _____

Name _____ Student ID _____

Mailing Address _____ Telephone _____

City, State, ZIP _____ Email _____

1. Consult with your academic advisor and **set up your educational plan through DegreeWorks,** identifying Core, degree, major, minor, or elective requirements you might be able to fulfill through CPL.
2. Examine ***undergraduate level*** course descriptions in the UAF Catalog http://www.uaf.edu/courses/ to identify courses that match the **university-level learning** you have acquired through prior experience (employment, volunteer activities, training, etc.).
3. Review your unofficial UAF transcript by going to UAOnline at http://uaonline.alaska.edu and verify you do not already have credit for the course(s) identified in Step 1.
4. If you have identified ENGL F111X, Alaska Native Language course(s), or MATH calculus course(s) in Step 1, review the criteria for obtaining UAF advanced placement credit as outlined in the UAF catalog http://www.uaf.edu/catalog/.
5. If you have identified foreign language course(s) other than Alaska Native languages, French, German, or Spanish in Step 1, contact Testing Services at testing@uaf.edu or 907-474-5277 for information concerning BYU's Foreign Language Achievement Testing Service (FLATS) http://flats.byu.edu/ that may be taken for credit.
6. See if a CLEP test may be taken for the course(s) identified in Step 1 by checking the CLEP table in the UAF catalog http://www.uaf.edu/catalog/current/admissions/transfer_placement_chart1.html.
7. See if a DSST exam http://www.getcollegecredit.com/downloads/examlist.pdf may be taken for the course(s) identified in Step 1. Contact Testing Services at testing@uaf.edu or 907-474-5277 for information concerning DSST subject tests and the procedures for determining possible credit at UAF.
8. List any remaining course(s) from Step 1 that do not meet Steps 2 – 7 criteria. **Note: you may not exceed 25% of the total number of credits toward your major through CPL**.

Course #	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

9. Set up an appointment with the Academic Advising Center if you are attending the Fairbanks campus, or with your campus student services office if you are located at a rural campus or UAF CTC. The Academic Advising Center or campus CPL reviewer will review other possible avenues for credit including, but not limited to, UAF certificate/license programs (ACE/PONSI) http://www.uaf.edu/admissions/undergrad/transfer/, SOC http://www.uaf.edu/admissions/other/military/, and Credit by Exam http://www.uaf.edu/testing/uaf-specific-tests/.
10. If CPL is a viable option, consult with the department/program head or faculty member in each department you want credit. ***Many departments choose to participate in evaluating CPL, but some do not***. If the department will not consider your CPL request, go to Step 9 to discuss alternatives.
11. You must submit a separate Credit for Prior Learning Application Form for evaluation of courses from different academic departments (i.e. ABUS and COMM). If the Faculty Evaluator is willing to begin the evaluation of your documented university-level learning experiences, pay **$50.00** to your campus Business Office (Academic Advising Center account). **NOTE: Payment does not guarantee final approval of CPL credits.**

~OVER~

12. Follow the steps outlined in the Credit for Prior Learning Student Handbook http://www.uaf.edu/advising/cpl/ that explain how to prepare your CPL Portfolio or how to submit certificate/license for evaluation.

To be completed by the Academic Advising Center or campus CPL Reviewer

Is the student an admitted degree-seeking student and currently enrolled at UAF?	☐ **Yes**	☐ **No**
Are course(s) identified for CPL at the undergraduate level?	☐ **Yes**	☐ **No**
The course(s) identified for CPL are not eligible for other alternate credit sources (steps 2 - 9, UAF-approved license/certificate and ACE/PONSI review).	☐ **Yes**	☐ **No**
The transcript does not show credit for the course(s) identified for CPL.	☐ **Yes**	☐ **No**
The number of credits requested for CPL do not exceed 25% of the total number of credits for the student's major.	☐ **Yes**	☐ **No**

If the answers to all the above questions are "Yes," then the credit for prior learning application may be advanced to the academic department/program of the course(s) desired for CPL.

Check appropriate review process ☐ **License/Certificate** **AND/OR** ☐ **Portfolio**

CPL Reviewer Signature _____ **Date** _____

Print Name _____

To be completed by the Faculty Evaluator

Does the department/program allow CPL evaluation of their undergraduate courses?	☐ **Yes**	☐ **No**
Does the department/program have qualified teaching faculty with regular appointments on a continuous basis within the college/school/campus who can serve on a committee to evaluate the CPL?	☐ **Yes**	☐ **No**
Has the department/program identified the faculty member(s) **and** Academic Advising Center or campus reviewer for the CPL evaluation committee?	☐ **Yes**	☐ **No**

If the answers to all the above questions is "Yes," then the credit for prior learning application may be submitted for evaluation of the course(s) listed below to the campus Business Office for payment:

Course #	Title	Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
	Total	_____

Attach: ☐ **Syllabus for each course listed above**

Faculty Evaluator Signature _____ **Date** _____

Print Name _____

To be completed by the campus Business Office

Verify $50.00 Fee Payment _____

Business Office Signature Receipt Number Date

Make a copy for your Portfolio and scan or fax Application and Syllabus/Syllabi to the Academic Advising Center at uaf.advising@alaska.edu or 907-474-6780 (FAX).

CREDIT FOR PRIOR LEARNING INFORMATION RELEASE FORM

http://www.uaf.edu/advising/cpl/

DATE _____

Name _____ Student ID _____

Mailing Address _____ Telephone _____

City, State, ZIP _____ Email _____

I do NOT authorize the release of my Credit for Prior Learning (CPL) portfolio information for instructional purposes

_____

Student Signature Date

I authorize the release of my Credit for Prior Learning (CPL) portfolio for instructional purposes (identifying information will be removed and destroyed).

This release is valid until revoked at my request.

_____

Student Signature Date

****

I hereby revoke the above information.

_____

Student Signature Date

CREDIT FOR PRIOR LEARNING EVALUATION REPORT FORM

http://www.uaf.edu/advising/cpl/

DATE _____

Name _____ Student ID _____

Mailing Address _____ Telephone _____

City, State, ZIP _____ Email _____

Course Name/Number (i.e. DRT F170): _____

Course Title: _____

Credits: 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐

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1. Technique(s) used to evaluate the CPL Portfolio or Certificate/License (check all that apply)

☐ Interview with student ☐ Observation of competencies

☐ Skills demonstration/presentation ☐ Assessment of direct documentation (including certificate/license)

☐ Assessment of indirect documentation ☐ Other (describe) _____

2. List Student Learning Outcomes (slo) or objectives outlined in syllabus and whether student demonstrated university-level equivalent learning

SLO 1 _____ Y ☐ N ☐ SLO 2 _____ Y ☐ N ☐

SLO 3 _____ Y ☐ N ☐ SLO 4 _____ Y ☐ N ☐

SLO 5 _____ Y ☐ N ☐ SLO 6 _____ Y ☐ N ☐

3. The student's Learning Reflection Narrative ties the student's learning experiences, knowledge, and competencies with *current* theory and data relevant to the academic field(s) embodied by the course Y ☐ N ☐

4. Overall, the learning exemplified in the portfolio or certificate/license is the equivalent of a Passing Grade "P" (2.0) or higher for the evaluated course. Y ☐ N ☐

Comments

CPL EVALUATION COMMITTEE Date _____

Faculty Evaluator Chair _____ Signature _____ Print Name

Faculty Evaluator _____ Signature _____ Print Name

CPL Reviewer _____ Signature _____ Print Name

CREDIT FOR PRIOR LEARNING CREDIT AWARD FORM

http://www.uaf.edu/advising/cpl/

DATE _____

Name _____ Student ID _____

Mailing Address _____ Telephone _____

City, State, ZIP _____ Email _____

Course(s) Evaluated for Credit for Prior Learning (CPL) Credit

Course #	Title	Credits	Approved	Disapproved
			[Initialed by Faculty Evaluator Chair]	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
	Total Credits	_____	_____	_____

Faculty Evaluator Chair Approval ☐ **Yes** ☐ **No**

License/Certificate or Portfolio _____
Faculty Evaluator Signature Date

Print Name _____

Dean Approval ☐ **Yes** ☐ **No**

Final Credit Awarded _____
Dean Signature Date

Print Name _____

Review of CPL Materials _____
Academic Advising Center Director Signature Date

Print Name _____

Payment for Credit Awarded _____
($10.00/credit hour) Business Office Signature Receipt Number Date

Portfolio or License/Certificate Scanned &
CPL Credit Posted to Transcript _____
Admissions Official Signature Date

Print Name _____