



Credit for Prior Learning Guidelines and Policies for UAS Students

What is Credit for Prior Learning?

Credit for Prior Learning (CPL) is the evaluation of experienced based learning for college credit by a UAS faculty member. Experiences relevant to CPL include theoretical and current learning that relates or is equivalent to Student Learning Outcomes (SLO) of a specific UAS course. Please find a link to SLOs at

UAS <http://www.uas.alaska.edu/provost/studentoutcomes.html>

UAS offers and accepts a number of credit-by-exam options. These exams are accepted or offered based upon academic policy and accreditation standards. Total of all credit by exam (including CPL-Portfolio) credit may not exceed 25% of total program requirements. A maximum of 30 semester credit hours taken through standardized exams will be accepted by UAS toward a bachelor's degree, 15 semester credit hours will be accepted toward an associate's degree, and 9 semester credit hours will be accepted toward an undergraduate certificate and 3 credits toward Occupational Endorsement Certificates. Credit By Exams include: Advanced Placement Credit through College Entrance Examination Board (CEEB), Placement for ACT (English) or SAT (Verbal), College Level Examination Program (CLEP), and DSST exams. Please refer to UAS Academic catalog for further information regarding credit by exam options.

Credit for Prior Learning Portfolio is another option to earn credits at UAS. The academic advisor assists the student in developing his or her educational plan and documenting that plan on DegreeWorks. The academic advisor will help the student explore alternate ways to earn credit for prior learning. Once all of these options have been exhausted, the academic advisor can help the student identify prior learning experiences that may be equivalent to the student learning outcomes in UAS courses and refer the student to a faculty evaluator in order to determine if a portfolio assessment may be utilized in the applicable school/department/faculty member.

What is required to receive Credit for Prior Learning Portfolio?

To qualify for CPL Portfolio:

- Students must be admitted to a UAS degree program or occupational endorsement and be currently enrolled at the time of application.
- Students need to meet with an academic advisor to determine if the learning experiences may meet the criteria for CPL Portfolio (refer to the Learning Experience History Worksheet)

- Students need to meet with a faculty member who will act as faculty evaluator (for portfolio).
- Students must have a minimum cumulative 2.0 GPA at time of application for CPL Portfolio or be admitted in good standing.
- CPL Portfolio evaluation is based on Student Learning Outcomes from a specific UAS course <http://www.uas.alaska.edu/provost/studentoutcomes.html>
- Department approval is required for the CPL Portfolio option.
- Total of all credit by exam (including CPL-Portfolio) credit may not exceed 25% of total program requirements.

How do students apply for Credit for Prior Learning?

1. **CPL Application for the portfolio assessment must be signed** by the student, advisor, faculty evaluator, and the department chair, program director, or dean and submitted.
2. **CPL Portfolio (Refer to the appendix for CPL Checklist and Narrative Worksheet)** The CPL Portfolio is developed with guidance from the faculty evaluator. It must contain a narrative and may contain:
 - Direct documentation** including examples of work created by the student such as articles, reports, artwork, papers and proposals, photographs, manuals, computer programs, lesson plans, list of books and periodicals and so on.
 - Indirect documentation** including creditable third party validation of the student's learning and knowledge such as letters from employers, supervisors, teachers, or colleagues who are qualified to verify the student's learning.
 - Other suggested documents:** resumes, job description and classifications, other official forms or records (promotions/job evaluations)

After evaluation, if the student's portfolio is recommended for credit, the faculty evaluator will let the student know he/she must take the CPL portfolio evaluation report form to the Students Account Office and pay for the credits earned. The student will then return the report to the faculty evaluator. The faculty evaluator will assign the pass designation and send to the Registrar.

Other Frequently Asked Questions

Does Credit for Prior Learning affect a student's GPA?

Credit received for prior learning is not graded (the portfolio will be evaluated to determine if student learning outcomes were met and the stated criteria for credit by exam must be met by the student in order to receive credit), so it does not affect the student's GPA, but is considered residence credit. CPL credits apply to certificate and undergraduate degree programs at UAS only.

How Much Does CPL Portfolio Assessment Cost?

There is a \$75.00 per course fee to have the portfolio evaluated (the fee will go to the evaluator's department for reviewer compensation) and the fee is paid when the student submits the *Application Form*. Payment does *not* guarantee that the student's CPL portfolio will be approved by the faculty evaluator. If the CPL portfolio is approved, an additional per credit hour cost will be assessed (\$75.00 lower division courses and \$110.00 upper division courses) and must be paid to the Student Accounts Office.

For further information, please contact your advisor.

Appendix

Credit for Prior Learning Portfolio Checklist

Portfolio

Application Form

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Learning Reflection Narrative

Learning History Worksheet (optional)

Course Student Learning Outcomes (SLO)

Documentation Supporting Student Learning Outcomes

Certificate/License

Evaluation/Credit Report Form

Credit for Prior Learning Portfolio: Learning History Worksheet

Major Topic Area	Documentation	Depart/Subject	SLO
Employment			
Military Experience			
Education			
Licenses/Awards/Publications			
Volunteer Experience			
Recreational Activities			
Travel			

Credit for Prior Learning: Portfolio Learning Reflection Narrative

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) Portfolio credit. The narrative should be written in Standard English and organized into paragraphs. Use double spacing and a 12-point Font: 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 <http://www.uas.alaska.edu/provost/studentoutcomes.html>
- Describes any current insights or perceived values resulting from your experiences in the field
- Describes any current 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 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 gained

Credit for Prior Learning CPL Portfolio Application Form

Student Name: _____ Student ID#: _____

Student Phone#: _____ Student Email: _____

Student Signature: _____ Date: _____

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To be completed by the academic advisor:

Has the student met the criteria to qualify for CPL Portfolio option? Yes ___ No ___

Academic Advisor Signature: _____ Date: _____

Faculty Evaluator Signature: _____ Date: _____

Signature: _____ Date: _____
(Dean, Director, or Department Chair)

Payment for Portfolio Application (Student Accounts Office):

(Non-refundable. Does not guarantee portfolio credit)

Date: _____ FEE PAID: \$75.00: Receipt#: _____

Fund & Org of the Advisor: _____ / _____

