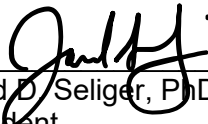


**ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE**

Supersedes: 2/14, 2/16, 5/18

No: 2-C-900-07
Last Review Date: March 2022
Required Review Date: February 2026
Administrative Unit: Academic Affairs
Approved By:



Jared D. Seliger, PhD, CNMT
President

SUBJECT: Granting Academic Credit for Prior Learning (CPL)

PURPOSE: To provide an opportunity for students enrolled at Allen College to request credit for prior learning obtained through community service, military service, degree-related practice, standardized tests, educational experiences, and professional certifications.

EFFECTIVE FOR: Allen College students, faculty, and staff

POLICY: Allen College may grant academic credit and course placement to students based on previous academic, employment, and/or other learning experiences not earned in a traditional classroom setting, the latter to include community and military service. Credit may be considered for class and/or clinical credit toward certificate or degree completion. CPL is awarded for demonstrated college-level learning which entails knowledge, skills, and competencies that students have obtained as a result of their learning. CPL will be awarded only for learning directly applicable to curriculum requirements of Allen College and the student's declared program of study.

Standards/Limits/Restrictions for Awarding CPL

CPL assessment requires that students **demonstrate knowledge equivalent to a particular course or clinical experience**. Policy requirements are as follows:

- The CPL is not available for all courses.
- Academic credit will be awarded only for those courses, including elective credit, directly applicable to curriculum requirements for the program of study in which the student is enrolled.
- The student must be in good academic standing and demonstrate satisfactory progression toward degree requirements.
- The student must successfully complete at least one Allen College academic course before CPL credits will be recorded.
- All work assessed for CPL must meet or exceed the grade level required by the program, for example, MSN-nurse practitioner clinical courses require a minimum of a 'B' to be considered passing.
- The student may not receive CPL credit for any course that has previously been failed or been withdrawn from.

- The student may not use CPL to fulfill residency requirements of the academic program and College.
- CPL experiences shall be evaluated only at the student's request.
- No more than 25% of credits toward the degree or certificate may be earned by CPL.
- CPL will be identified as credit for prior learning on student transcripts without guarantee of any subsequent transfer.
- Only one (1) attempt may be made for CPL review credit for a course.

Methods for Awarding CPL

1. Standardized Tests - examples include the following:
 - a. College Level Examination Program (CLEP)
 - b. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)
 - c. Defense Activity for Nontraditional Educational Support (DANTES)
 - d. Advanced Placement (AP)
 - e. National League for Nursing (NLN) standardized exams
 - f. International Baccalaureate (IB)
 - g. Other standardized professional certification exams
2. Published Guides
 - a. American Council on Education (ACE) for military training and experiences
 - b. Other published guides recognized by Allen College that have been developed by nationally recognized organizations
3. CPL Review of Documents
 - a. Credit through the compilation of documents for review as described in procedure below.
 - b. Evaluated by one or more faculty experts in the subject matter assigned by the program dean.
 - c. Requirements are available in CPL request form
 - d. Requests for CPL review must be submitted a minimum of one month before the course start date.
 - e. All CPL review requests must be submitted 6 weeks prior to the last semester of enrollment.
4. Massive Open Online Courses (MOOC) that have been granted academic credit by a regionally accredited post-secondary institution.

PROCEDURE:

- The student shall inquire about CPL review in the Registrar.
- A request must be submitted on a separate CPL request form for each course for which the student is seeking academic credit.
- The student requesting a CPL review shall also obtain the Student Guide for CPL. The student will submit all supporting documents to the Registrar.
- When a student is requesting academic credit for prior learning, the Registrar will notify the program dean of the request so that a faculty member can be assigned to the review.
- The Registrar will then submit all student CPL request materials to the assigned faculty member.

- The assigned faculty member content expert will review the CPL request and submitted documents for evidence of acceptability for course credit. After the review is complete, the faculty will notify the program dean of their recommendation to accept or deny credit.
- The program dean will make the decision and notify the Registrar.
- Qualified grades or credit will be recorded on the student's permanent record as CPL credit.

STUDENT GUIDE FOR CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) review of documents is one of the methods in the CPL Policy for a student to demonstrate learning acquired outside of the traditional classroom or for participation in certification programs and professional development courses. It is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which CPL credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements. Preparation and content of the request is the responsibility of the student. The registrar staff will assist the student in following the established procedures. Once the request has been prepared, it will be assessed for the awarding of credit. A faculty or a subject matter expert will evaluate and determine if the student has provided sufficient documentation to demonstrate attainment of the learning outcomes and/or attainment of the competencies of the course.

GUIDELINES

1. Speak with your faculty advisor or the Registrar about the possibility of earning CPL (credit for prior learning) for courses directly applicable to your certificate or degree. The prior learning must be equated to a specific course or courses in the college's curriculum and your declared course of study (degree or certificate) and not duplicate any previously awarded credit.
2. Obtain a CPL Request Form from the Registrar.
3. Use the **CPL Request Form** to create each section of your portfolio. Clearly identify the supporting documents, if needed, with a caption or explanation.
4. Submit your request for CPL to Registrar with the following:
 - a. a separate completed CPL request form for each course for which you are requesting credit and
 - b. supporting documents.
5. Your request will be sent to a subject matter expert faculty reviewer for evaluation. The evaluation may take up to 4 weeks. You will receive an email when the evaluation is complete and a determination has been made on whether or not to award the requested CPL.
6. The credit will be recorded on the transcript by course name, credit hours, and credit (CPL is a type of transfer credit and does not count toward your GPA).

Credit for Prior Learning (CPL) Request Form

Name: _____ Birthdate: _____

Date of request: _____

Allen College program of study, including specific track and degree: _____

Specific course for which CPL is requested: _____

Type of review request being submitted: (Mark all that apply)

_____ Continuing education courses

_____ Professional certification

_____ Work experience

_____ Other

Work and/or other professional experience, certifications, etc. specific to CPL request (attach additional sheets as necessary): _____

Explanation of how work, professional experience, certifications, etc., documented above meet course objectives for CPL-requested course: _____

Documentation: Please provide copies of all relevant course records, certifications, CEU certificates, etc. that support CPL request.