



Credit for Prior Learning (CPL) Portfolio Review Form

Student Name _____
(Please Print) Last First Student ID

Preliminary review in preparation to submitting a Credit for Prior Learning (CPL) Portfolio. Credit is being sought for the following:

_____ _____
Course Number/Title or Elective Credit Credit Hours

_____ _____
Course Number/Title or Elective Credit Credit Hours

_____ _____
Signature of Dean of College or School Responsible for Content Date

The above student has been accepted for admission and is currently enrolled.

_____ Cost of Initial Review: \$50.
Signature of Registrar

Payment Received (for initial review): Cashier's Initials and Stamp _____

Date of Portfolio Submission _____

Portfolio Review Results:

_____ _____
Course Number/Title or Elective Credit Credit Hours Awarded

_____ _____
Course Number/Title or Elective Credit Credit Hours Awarded

_____ _____
Signature of Appropriate School Chair Date

_____ _____
Signature of Dean of College or School Responsible for Content Date

_____ Amount Due: _____
Signature of Registrar \$75.00 per Credit Hour Awarded

Payment Received (for Awarded Credit) Cashier's Initials and Stamp _____

Return completed form to the Registrar's Office for credit to be applied to the student's academic transcript.

Procedure:

All Credit for Prior Learning (CPL) Portfolio requests must be submitted at one time to facilitate coordination of credit awarded, and separate portfolios must be submitted to each dean for all credit(s) which the student seeks to have evaluated within each dean's area.

1. The Dean for the School responsible for the content, meets with the student to discuss the portfolio, completes and signs the form, and gives the form to the student for delivery to the Registrar's Office for review. A separate document and fee is required for each portfolio when submission is made to multiple Schools.
2. Registrar's Office verifies admission, current enrollment, signs and returns the form to the student for payment of the initial CPL Review Fee at the Cashier counter. Upon payment of the CPL Review Fee, the form is returned to the student to be submitted with the CPL Portfolio.
3. Completed CPL Portfolios are submitted to each Dean responsible for the content area where credit is sought. The Dean will submit documentation to appropriate Schools for review.
4. Upon satisfactory assessment of the portfolio, and approval of prior learning credit by the Dean and the Chair of the School awarding the credit, the Dean will sign and return the CPL form to the student.
5. The student will take the form to the Registrar's Office for verification of credits and amount due (\$75 per credit).
6. The student will then take the form to the Cashier counter, pay for the credit awarded, and return the form to the Registrar's Office for processing.