

Prior Learning Policy (Effective Spring 2023)

LSSU recognizes that students may acquire expertise, skills and knowledge through individual study, employment, military training, community service or other experiences outside of the college classroom setting, which is known as prior learning. LSSU credit may be awarded for prior learning through successful completion of standardized examination programs, (e.g. CLEP, Advanced Placement, DANTES), credit recommendations of the American Council of Education, or successful completion and evaluation of departmental examinations. Credit may also be awarded upon successful completion of an individual Credit for Prior Learning Portfolio (CPL Portfolio) that documents the demonstration of learning outcomes for a specific course or set of courses.

All prior learning credits are considered transfer credits and are subject to the same policies as other transfer credits.

University residency requirements apply to all forms of prior learning (e.g. a minimum of 30 credits of the 124 credits required for an LSSU baccalaureate degree must be earned using LSSU coursework unless approved by the Provost). See the Degree Requirements section for the complete residency policy.

CPL Portfolio Program:

The CPL Portfolio program grants credit after a successful faculty evaluation, and Dean approval, of a portfolio that demonstrates mastery of the learning outcomes for a specific course or set of courses. Unlike typical course articulations, no list of equivalencies exists since every person's prior learning experience can vary significantly. It is only through the CPL Portfolio review process that equivalencies are identified and credit awarded. Not all Lake Superior State University courses are eligible for CPL Portfolio review; for example those in nursing and education that have specific accreditation and licensure requirements. A typical portfolio will capture prior learning experiences from work experience (based on past employment), past training (such as classes, workshops, seminars, etc.), and life experiences (long-term activities that have resulted in college-level learning).

If a student is interested in pursuing credit for prior learning through a CPL Portfolio, the student should contact the Dean of the college responsible for the course content to review the portfolio process.

CPL Portfolio Criteria:

In order to be considered for CPL Portfolio credit review, the applicant must have a high school diploma, or equivalent. Furthermore:

1. All CPL Portfolio credit is considered non-LSSU credit (transfer credit) and is limited by LSSU policy to 60 credits, and only 16 credits may be used to fulfill 400 level coursework.
2. Approved CPL will appear on a student's transcript as transfer credit
3. CPL credit may not be applied to fulfill the University's residency requirement unless approved by the Provost.

CPL Portfolio Guidelines:

1. Portfolios must be submitted to the Dean of the College responsible for the content review by the 7th Friday of the semester during the academic year, or by the 2nd Friday in July for the summer semester, unless approved by the Dean.
2. Credit for any specific instance of prior learning can only be awarded once (e.g. credit for knowledge gained in mathematics cannot be awarded once through CLEP then again petitioned through a CPL Portfolio or transfer credit). All CPL Portfolio requests must be submitted using separate portfolios to the applicable College.
3. The CPL Portfolio may be used to award credit for specific LSSU courses or for general elective credit. The amount of credit to be allowed through portfolio evaluation, identification of specific courses for substitution, if any, and the fulfillment of graduation requirements, if any, is determined by the Dean of the appropriate College under advisement of school faculty.
4. It is the applicant's responsibility to complete a narrative and a portfolio of documentation, which will be the basis for awarding credit.
5. CPL Portfolios will be evaluated on the alignment of applicant-provided documentation with course-, program-, or institutional-level learning outcomes. Elements in the portfolio may include documentations of leadership and community

service experiences, professional work experiences, creative contributions to society, and completion of professional training.

6. Credit under this program cannot be obtained for learning when proficiency exams are required by the appropriate department.

7. Formal CPL Portfolio review to evaluate for credit requires an initial \$50 processing fee for each CPL Portfolio submitted using the CPL Portfolio Review Form. If approval is received, the student will be required to pay an additional \$75 per awarded credit.