



CREDIT FOR PRIOR LEARNING

Standard Operating Procedure

Revised 1/31/2024

Credit for Prior Learning (CPL) is credit awarded for validated college-level skills and knowledge gained outside of a college classroom. It's a strategy to grant students credit for what they already know and can do. Credit for Prior Learning is most often awarded by exam, portfolio, industry training, and/or military service training.

Prior to Step 1, faculty will have decided they want to offer their course as credit for prior learning.

STEP 1: CREDIT FOR PRIOR LEARNING FACULTY REQUEST

If you would like to make your course eligible for credit for prior learning, please fill out the CPL faculty request form and email it to the Credit for Prior Learning team at lpc-priorlearning@laspositascollege.edu. This inbox is managed by the CPL Coordinator and administrative assistant. If this request is for a *new course*, then in addition to submitting this form to the Credit for Prior Learning team, please also include the request for CPL in your new course proposal on CurriQunet.

STEP 2: CURRICULUM COMMITTEE APPROVAL

Once the CPL team receives your request, they will communicate the request to the Curriculum Chair and Curriculum Specialist who will then include the request on an upcoming Curriculum Committee (CC) meeting agenda for approval. It will be agendized at one CC meeting for First Reading, and then come back for Voting at a second CC meeting with an immediate effective date upon approval. The requesting faculty must be present at First Reading to discuss their proposal and answer any committee questions.

STEP 3: CREDIT FOR PRIOR LEARNING DOCUMENTATION/TRACKING

Once approved by the Curriculum Committee, the Curriculum Specialist will communicate the course's approval to the CPL team and document the approval in CurriQunet by uploading an attached file. The CPL team will then update the student-facing webpage with the newly approved course, and work with faculty to support them with next steps specific to the type of CPL they requested.

CREDIT FOR PRIOR LEARNING FACULTY REQUESTS TIMELINE

To streamline this process, CPL faculty requests received during a one-month period will be forwarded in groups to the Curriculum Specialist one week before the first Curriculum Committee meeting of the following month. The deadline to submit CPL faculty requests for the semester will be one month before the last Curriculum Committee meeting of the term.