
Student-Driven Process to Request, Establish, & Receive Credit for Equivalent Prior Learning (CPL)

Overview of Process

Purpose: Provide faculty, staff, and students with a process to ensure that Credit for Prior Learning (CPL) is documented, evaluated, and appropriate for the level of degree or certificate awarded by the College.

CNM Experts: The Credit for Prior Learning (CPL) Coordinator and the Academic Affairs Director of Transfer Pathways, School Deans and Associate Deans, Faculty Subject Matter Experts (SMEs), and Enrollment Services.

Functional Units Involved: Office of Academic Affairs, School Deans and Associate Deans, Faculty SMEs, and Enrollment Services.

Beginning of Process: A student enrolled in a degree or certificate program requests to have learning gained outside of formal higher education evaluated for equivalent college credit.

Final Results: Transfer credit or Institutional course credit is recorded on student's official transcript.

Definitions: See CPL Key Terms & Definitions

Related Documents and Forms:

- A. Credit for Prior Learning Key Terms & Definitions
- B. Credit for Prior Learning Form(s) (available on CNM CPL webpages)
- C. CPL e-Portfolio Assessment Process
- D. School-Driven Process to Establish Third-party CPL

Process:

1. Student checks the CNM CPL Webpage to determine if the program or course has an established method for assessing college level learning that occurs outside of an accredited institution.
2. **If a method is in place, proceed to Part A; if not, proceed to Part B.**

Part A: Programs/Courses with an Established Method for Assessing CPL

- A1. CNM students enrolled in degree or certificate programs initiate the request by downloading and completing the appropriate CPL form found on the CPL webpage.
- A2. Once the form is ready to submit, students pay the non-refundable fee of \$25.00 at the Cashier's Office or online through the CPL Store. Proof of payment for each request is required for processing.
- A3. The completed form, supporting documentation, proof of payment and copy of a government issued photo ID is submitted to the CNM Records Office at Main Campus during normal business hours.
 - The form, supporting documentation, government issued ID and proof of payment may also be scanned and emailed to gradeval@cnm.edu.
 - Licenses and/or certifications may be checked for validity through their corresponding agency. Incomplete or invalid requests will not be processed.
- A4. Enrollment Services transcript evaluators review the CPL request and supporting documentation. If approved, credit is granted as transfer credit (TR) or Institutional credit (CR) on the student's official transcript.

Part B Programs/Courses without an Established Method for Assessing CPL

- B1. Student initiates the request for evaluation of prior learning through the school associate dean connected with the selected program/course.
- B2. The associate dean or SME reviews the request according to the academic school CPL evaluation process.
- B3. If the student request is denied, the School notifies the student and informs the student that the course must be completed.
- B4. If the request is approved, the associate dean or SME identifies one of the CPL options. For example: challenge exams, e-portfolios, ACE recommendations, Military transcripts (JST), or industry credentials. ACE recommendations, Military transcripts, and industry credentials require crosswalks that document the SME evaluated evidence required for applicable course credit (see below):
 - Industry credentials: Copy of the credential/license/certificate, the course equivalencies, and the website link where the credential can be verified.
 - ACE college credit recommendations for Workforce Training (through the ACE National Guide) or military training/occupations (through the ACE Military Guide): ACE identifier number and CNM course equivalency, and course credit hours to be awarded.
- B5. The associate dean submits the required documentation for the new CPL option to the CPL coordinator.
- B6. The CPL coordinator updates the CPL webpage to reflect the new CPL option for that course.
- B7. The CPL coordinator notifies Enrollment Services and the Cashier’s Office, copying the associate dean, of the new option with the request to add the new option to the CPL Store in the online CNM Marketplace.
- B8. The school notifies the student that the new CPL option is available on the CPL website.
- B9. Once posted, the new option becomes an established method for assessing CPL, and the student completes the steps identified in **Part A** to request credit for prior learning.

Activity Tracked: The CPL coordinator tracks prior learning requests each term.

Last Reviewed/Revised: Process created August 2019.