

**HIGH POINT UNIVERSITY**  
**CREDIT FOR PRIOR LEARNING**  
**PROCEDURES MANUAL**

1. GRADUATING SENIORS MUST SUBMIT CPL PORTFOLIO TWO SESSIONS PRIOR TO THEIR DATE OF GRADUATION.

<u>DATE OF GRADUATION</u>	<u>DEADLINE FOR EVALUATION</u>
AUGUST GRADUATE	1st WEEK, SESSION IV
DECEMBER GRADUATE	1st WEEK, SESSION I
MAY GRADUATE	1st WEEK, SESSION III

2. RESULTS OF AWARD FROM THE EVALUATION PANEL WILL BE SUBMITTED TO THE STUDENT BEFORE THE NEXT EIGHT-WEEK SESSION BEGINS. CPL PORTFOLIOS SHOULD BE SUBMITTED BEFORE THE STUDENT ACCUMULATES NINETY-NINE (99) CREDIT HOURS.

*Dr. Phillip Mulder, Director*

Complied 4/88  
Revised 8/05  
Revised 4/07

TO: EDP Credit Prior Learning (CPL) Applicants

FROM: Dr. Phillip Mulder, Director of CPL Program

Following is the set of guidelines used by the University faculty in evaluation of each CPL portfolio. It is important that, in preparation of your portfolio, you conscientiously address as many of the categories as possible and clearly document each experience or claim within a particular category. Refer to the CPL Manual for additional instructions

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

CPL CATEGORY	EVALUATION GUIDELINES	EVALUATION COMMENTS	AWARDS
1. Job Responsibility	1 SH for each documented <u>level</u> of job responsibility (1.5 SH each additional <u>level</u> of <i>supervisory</i> job experience.)		
2. Self Improvement	1 SH for each 15 hours of documented self-improvement study * for which credit <u>has not been previously granted</u> . This category will have a cap of 6 hrs.		
3. Volunteer/Community Service	3 SH maximum. Experience should be in administration, planning or management.		
4. Study/Travel Abroad	1 SH for each consecutive full week of overseas travel, (dependent upon <u>depth</u> and <u>breadth</u> ).		
5. Professional Certification	3 SH for each documented professional certification (nationally or regionally recognized). 1 SH for each additional documented professional certification (obscure professions).		
<b>Total Hours Awarded</b>			

\* Self-improvement does not normally include job required or related courses.

High Point University recognizes that learning may take place in settings far different from the college classroom or laboratory. The University will award Credit for Prior Learning (CPL) for demonstrated learning resulting from professional, vocational and other off-campus experiences gained prior to admission or during extended periods away for the University provided that the student can show a relationship between this learning and academic goals. It is not the experience itself, but the learning, that merits academic credit.

## **CREDIT FOR PRIOR LEARNING IS SUBJECT TO THE FOLLOWING POLICIES:**

1. All CPL portfolios are subject to a **\$200.00** non-refundable application fee. The fee must be submitted at the time the portfolio is turned in for evaluation.
2. Students may request CPL for the following categories for experience:
  - a. **Work experience** (employment) - with special emphasis on level(s) of job responsibilities.
  - b. **In-service, institute or workshop training.** Courses should be in concordance with your employment/personal development. CPL is not designed as a secondary way to receive credit for courses which are not acceptable for transfer by the Registrar.
  - c. **Volunteer work experience.** This experience does not have great impact in the credit awarded unless the experience is within the scope of volunteer administration. For example: a member of the Board of Directors for March of Dimes; planning and management with volunteer agencies.
  - d. **Study-travel abroad.**

It is the responsibility of the student to:

- (1) **Support by documentation** the claim that learning has occurred;
- (2) Demonstrate the relationship between the learning and the student's academic goals, and

- (3) With the assistance of the CPL director, take the responsibility for initiating each step in the evaluation process.

All experiences will be evaluated by an evaluation committee. No experience will be automatically granted CPL credit. Professional certification, number of years of employment, number of hours of courses are not automatically accepted.

Courses and educational experiences which are substantial duplications of courses taken or required in your degree work will not be accorded credit. Experiences which are not deemed to be college level work or which do not exhibit educational growth will not be accorded credit.

3. CPL shall be for **elective degree credit only**.
4. CPL will be awarded for a **maximum** of 12 semester hours.
5. CPL applications will be accepted **only** from students who are presently enrolled for degree credit in one or more courses at High Point University, and have declared a major. CPL must be submitted in complete form with all experiences included and documented.
6. Semester hours earned through CPL are considered as transfer credit and these hours are not counted as part of the 60 semester hours that must be completed at High Point University in order to be eligible for graduation with honors.
7. Any student who is interested in applying for CPL credit should submit their portfolio prior to the beginning of an 8-week session according to the EDP calendar (by the first night of classes) and the evaluation process will be completed prior to the start of the succeeding 8-week session. As a general rule, CPL portfolios are not evaluated during the mini-summer session. The evaluation committee will make every attempt to meet this deadline, but exceptions may need to be made due to the faculty illness, heavy work load, etc...
8. Only one CPL award will be recorded for each student and multiple CPL applications will not be accepted. Make your one-time submission the best you can do.

## **Procedures-Credit for Prior Learning Portfolio**

1. The student should prepare a single, comprehensive CPL portfolio. The purpose of this portfolio is to document the student's claim that learning has occurred; the portfolio should include any materials that will be useful in supporting the student's claim.
2. In every case, the portfolio must include, in writing, the student's detailed description of the knowledge gained from the experience and his/her explanation of why and how the experience contributes significantly to his/her educational goals.
3. Portfolio Materials:
  - Generally, students may use a three-ring notebook or a binder folder in the presentation of their portfolio.
  - Contents should be typed--not hand-written.
4. Organizational Guidelines for Portfolio Contents (students should use the attached forms or may create their own, so long as the essential data is included).

Portfolio contents must consist of the following:

- A. **Personal Data Sheet:** (See Appendix A)
- B. **Summary and Description of Work (Learning) Experience:** Give a description of each job, workshop, training program, or activity listed on the summary forms of Work Experience and Self-Improvement Courses. The student should list what he/she did in the activity for which credit is requested. These should be summary descriptions and should not be exhaustive manuals. Job descriptions, position descriptions, institute syllabus, workshop outline (contents), etc. will indicate what was done and the amount of time involved.
- C. **Narrative Section:**  
The student will describe clearly and directly the educational content of the experiences for which credit is requested.

This section is most pertinent to the valuation committee and will be vital to the applicant's claim for justification of credit hours awarded. The student must be able to demonstrate that learning of a college level nature has occurred. A job description does not necessarily indicate the learning involved in your work. The student must arrive at the educational component involved from each job experience and describe it. The student must also demonstrate that the learning is applicable to his/her educational goals.

D. **Self-Improvement Courses:** The student must distinguish why the course was for self improvement and not job required.

E. **Documentation:**  
The student must support by documentation each experience described in the summary and narrative sections of the portfolio.

Forms of Documentation:

1. **Work Experience:**

In claims for CPL for work experience, for **each position listed** in the Summary of Work Experience, the employee and the supervisor or personnel officer must submit a letter stating specifically:

- a. The length of the employment.
- b. The nature of the work, and the specific duties and responsibilities of the position.

2. **In-Service, Institute or Workshop Training:**

In verification of in-service, institute or workshop training, the student should submit photocopies of descriptions of course content and certificates earned for each program for which credit is claimed. The documentation must include the number of hours or days the student was involved in each program.

3. **Professional Certification:**

The student should submit a photocopy of certificates or letters indicating completion of the course or examination requirement for each program.

## **EVALUATION PROCEDURES OF CREDIT FOR PRIOR LEARNING**

1. The portfolio will be presented to a special panel of the faculty for evaluation:

This panel shall consist of three members of the full-time faculty appointed by the Vice-President of Academic Affairs and the Dean of Arts of Sciences in consultation with the Director of the CPL program. Persons appointed will be qualified to competently evaluate the content of the CPL portfolios assigned and will be selected from a pool of evaluators who represent a variety of competencies.

The evaluation panel shall determine whether CPL will be granted and if so, how much. The panel may meet with the student and the coordinator if appropriate. It may request additional documentation.

The panel may request assistance of any consultant it considers will be useful for the evaluation, whether they are High Point University members or not. It may receive recommendations from the Director.

2. The Director shall transmit the decisions of the panel to the Vice-President for Academic Affairs and Dean of Arts and Sciences, who shall review the portfolio, and the student will be notified by mail regarding the award given.
3. The student will be required to submit a copy of the award from which she/he will have signed signifying acceptance of the award. The student who has received CPL shall have the credit entered on her/his official transcript.
4. The Vice-President for Academic Affairs and Dean of Arts and Sciences with the Educational Policies Committee shall maintain a continuous review of the program, to insure its academic effectiveness.

### **Additional Suggestions:**

One of the student's objectives is to try and make it possible for the Evaluation Panel to assess the portfolio unambiguously. The clearer the student can make the portfolio, the easier the task for the Evaluation Panel.

Try to arrange the materials in a logical way. This can be chronologically, categorically, or both. Be consistent and precise. Include those items which add to the clarity.

Materials that do not fit into the three major components should not be included.

- : Do not overdo the documentation. Letters from supervisors who can be contacted by the committee should be sufficient documentation.
- : A copy of the certification (certificate, diploma) normally given by an institute workshop or in-service training program will usually be sufficient.
- : Do not include newspaper articles or testimonial letters. Letters of commendations, job performance ratings or other such materials should be pertinent to the documentation.
- : All experiences should be post-secondary (beyond the high school level unless these occurred during interrupted high school tenure).
- : If there is a need for the committee to see manuals, service manuals, journals, textbooks for institute or workshop courses, etc. in order to make a judgment on the educational value of the experience, the committee will request this from the student.
- : Students should not include extraneous manuals and books, etc. unless they have been involved in writing them.

Do not have documentation materials sent separately to the CPL Director. All materials should be submitted together in the portfolio.

For students who have been business owners, submit letters from lawyers, bankers, and customers for documentation purposes.

## **APPENDICES**

### **I. APPENDIX A: CPL FORMS**

**A. Personal Data**

**B. Summary of Work Experience**

**C. Summary of Self-Improvement Courses**

### **II. APPENDIX B: TABLE OF CONTENTS**

### **III. APPENDIX C: SAMPLE NARRATIVE OF WORK EXPERIENCE**

# **APPENDIX A**

## **CPL FORMS**

**CREDIT FOR PRIOR LEARNING:**

**PERSONAL DATA**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Major

\_\_\_\_\_  
Campus

Address: (include zip code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

CPL Request: \_\_\_\_\_ hours

SUMMARY: Summarize the contents upon which you base your request:

Total time of employment included: \_\_\_\_\_

Time at management level: \_\_\_\_\_

Time at supervisory level: \_\_\_\_\_

Time at special skills level: \_\_\_\_\_

Total hours of training/in-service workshops: \_\_\_\_\_

Total hours of institute/development courses: \_\_\_\_\_

Professional Certifications (CLU,etc.):

Volunteer/Community work of significant EDUCATIONAL value:

Significant Study/Travel Abroad:

Other:



## SUMMARY OF SELF-IMPROVEMENT COURSES

List the various courses for self-improvement. Give the name of the organization offering the course. Give the number of hours actually spent in each course (Do not include homework or preparation time). Indicate if a professional certification (such as CLU, etc.) was obtained. Descriptions may be included with the necessary documentation.

<u>Course Name</u>	<u>Institution/When Taken</u>	<u>No. of Hours</u>
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## **APPENDIX B**

### **TABLE OF CONTENTS**

## TABLE OF CONTENTS

<u>DESCRIPTION</u>	<u>SECTION</u>
<b>PERSONAL DATA</b>	<b>I</b>
<b>WORK EXPERIENCE</b>	<b>II</b>
(a) Summary of Work Experience	
(b) Position Descriptions	
(c) Narrative of Work Experience	
(d) Documentation of Work Experience	
<b>VOLUNTEER WORK EXPERIENCE</b>	<b>III</b>
(a) Summary of Volunteer Work Experience	
(b) Narrative of Volunteer Work Experience	
(c) Documentation of Volunteer Work Experience	
<b>SELF-IMPROVEMENT COURSES</b>	<b>IV</b>
(a) Summary of Self-Improvement Courses	
(b) Narrative of Self-Improvement Courses	
(c) Documentation of Self-Improvement Courses	

## **APPENDIX C**

### **SAMPLE NARRATIVES OF WORK EXPERIENCE**