**Credit for Prior Learning (CPL) Info sheet**

**CPL –** Prior Learning Assessment (PLA): Students prepare a portfolio or demonstration of their learning from a variety of experiences and non-credit activities. Faculty then evaluate the student’s portfolio and award credit as appropriate.

* Must be an enrolled degree seeking student.
* PLA credit does not count towards residency requirement, which means students must earn 30 credits from CSU Pueblo in order to obtain a degree from the institution.
* For degree purposes, CSU Pueblo accepts no more than 90 credits in total through transfer or other assessment of prior learning for degrees.
* For certification purposes, a minimum of 50% of the credits must be earned in residence at CSU Pueblo, unless otherwise specified by the program.
* Evaluation of prior learning cannot duplicate any previously awarded credit.
* Credit shall appear on student transcripts as PLA (considered transfer credit). The credit does not impact the Grade Point Average (GPA).
* Credit will only be awarded for courses directly applicable to the curriculum requirements of the declared certificate/degree program.
* Fees are non-refundable, and all requested credits may not be approved.

**CPL Portfolio Requirements:**

* **Syllabus** (including learning outcomes/competencies) of the course for which the student is requesting credit.
* **Statement of Prior Learning:**
  + Concrete experience – Describe your experience. What did you do? What actions did you take? Common Verbs: worked, created, prepared, implemented, conducted, and produced.
  + Reflection observation – What did you notice and observe about the experience? Common verbs: observed, watched, noticed, saw, thought, discovered.
  + Abstract conceptualization – What rules, theories, and concepts apply to this situation? Common verbs: concluded, theorized, found, realized, deduced, and learned.
  + Active experimentation –What happened as a result of your experience, reflection, and learning? How did you apply your learning to future situations? Common verbs used: used, updated, applied, tried, implemented, changed.
* **Artifacts/supporting documents** that prove learning outside the classroom (for example, work product, a certification/credential, letters of verification from previous employers, etc.).
* **Résumé**

**CPL Process:**

* Learn about CPL Portfolio from website, advisor, admissions, marketing, etc.
* Meet with PLA Specialist to choose credits for which to petition with a CPL portfolio
* Student pays CPL fee at the Cashier’s Office, $75 per undergraduate portfolio, $250 per graduate portfolio.
* PLA Specialist reviews portfolio and notifies the faculty assessor that the product is ready for review (via Formstack)
* Faculty assessor accepts portfolio or rejects with comments for revision
* After portfolio approval by the faculty assessor, Department Chair reviews portfolio.
  + If approved, registrar’s office is notified and credit is awarded; student receives email notifying him or her of credit received.
  + If denied, student receives email notifying him or her of decision as well as appeal process.

**Fall Semester CPL Portfolio Timeline\***

**August 6: Classes begin**

**August 22: CPL Portfolio Window for Fall credit opens**

**November 18: CPL Portfolios due to faculty assessor\***

**December 9: Last Day of Class; CPL Portfolio evaluations from faculty due**

**Spring Semester CPL Portfolio Timeline**

**October 17: Registration begins; CPL Portfolio Window for Spring credit opens**

**January 17: Classes begin**

**April 24: CPL Portfolios due to faculty assessor\***

**May 5: Last Day of Class; CPL Portfolio evaluations from faculty due**

**\*Graduate School Portfolios due October 28 and March 31**

**LEARN MORE AND GET STARTED!**

**Contact your advisor or the Extended Studies Adult Learning/PLA Lead Specialist:**

**Phillip Schulz**

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**Visit our website for more information by scanning the QR code.**