

Please follow these step-by-step instructions to complete the Credit for Prior Learning (CPL) form and process at Arapahoe Community College (ACC):

1. Student meets with Graduation Coordinator in Admissions & Records to discuss the Prior Learning Assessment process and determine if the student is qualified to pursue.
 - a. If no – the process ends; student may appeal to meet with the Department Chair.
 - b. If yes, then -
2. Graduation Coordinator provides CPL packet to student containing the CPL Form, referral to the appropriate Department Chair, and the Prior Learning Self-Assessment. ***The self-assessment must be completed prior to meeting with the Department Chair.***
3. Student meets with Department Chair to discuss process more thoroughly and decide if the student is qualified and if specific course is approved for prior learning. Self-assessment will be reviewed during this appointment.
 - a. If no – the process ends; student may not appeal.
 - b. If yes, determines which format (Challenge Exam, Portfolio, or Certification / Licensure documentation) student is best prepared to complete.
4. Department Chair approves CPL form by assigning a faculty for the student to work with and providing contact information for faculty. ***Chair indicates total charges student is to pay (using chart) on TOTAL CHARGES line on form. Chair makes a copy of the form for the student and forwards the original to the assigned faculty.***
5. Student takes copy of CPL form to Cashier's Office and pays appropriate NON-REFUNDABLE charges; COF does not apply and financial aid does not cover. ***Student obtains receipt from Cashier's Office reflecting payment made in full. Cashier's Office forwards CPL form, stamped PAID, to the Graduation Coordinator.***
6. Student contacts the assigned faculty and schedules an appointment. ***This appointment must occur within the first 30 days of the semester.***
7. Student and faculty meet:
 - a. Student provides documentation of payment to faculty. ***If student does not provide documentation of payment at this point, the process stops.***
 - b. Make arrangements to begin working on Portfolio, schedules an appointment to complete Challenge Exam, or schedules a date to provide documentation of Certification / Licensure – ***this must be done within the first 30 calendar days of the semester***
 - c. Determine a deadline for completion (not to exceed two weeks prior to end of semester: ***Summer – July 20; Fall – December 1; Spring – April 20.***
 - d. Student begins completing requisite work / assignments / etc.
8. Student completes requirements and submits to faculty by agreed upon deadline - ***no later than two weeks prior to end of semester.***
9. Faculty reviews materials; indicates on CPL form whether or not student has earned the credit(s), and ***forwards completed CPL form to Graduation Coordinator.***
10. Graduation Coordinator receives completed CPL form from faculty.
 - a. If student did not successfully earn credits, skip to # 11.
 - b. If student did successfully earn credits:
 - i. Graduation Coordinator completes Transfer Credit Evaluation form
 - ii. Credit is awarded with a grade of CR
 - iii. Transfer Credit Evaluation form is given to Admissions & Records staff for data entry
11. Graduation Coordinator makes two copies of completed CPL form:
 - a. one copy is sent to scan into student's record,
 - b. one copy is mailed to student
12. Graduation Coordinator completes Assignment Worksheet and forwards to H/R for faculty reimbursement processing.