



SAINT MARY-OF-THE-WOODS COLLEGE

OFFICE OF ACADEMIC AFFAIRS

Credit for Prior Learning Directions for Submitting CPL Applications

CPL Standards

Credit for Prior Learning (CPL) is an alternative path for earning college credit. The Saint Mary-of-the-Woods (SMWC) CPL process is based on Council for Adult and Experiential Learning (CAEL) standards. Applications are evaluated by SMWC faculty credentialed in the subject area being reviewed. Fees are only charged when credit is awarded.

To be granted CPL credit, the learning must be documented, verified and be equivalent to college-level learning. (There are many learning experiences that are excellent and contribute to learning but are not college-level learning experiences.) CPL standards require:

1. College credit will be awarded only for college-level learning, not just experience.
2. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.

Students may apply for CPL credit for many courses offered at SMWC (including Woods Core, major and elective credit courses). Credit cannot duplicate credits previously applied to a transcript. It is usually most appropriate for lower-level courses.

Your academic advisor can help you determine if your knowledge and experience is appropriate to consider assembling a CPL portfolio. Undergraduate Academic Affairs administrators are available for general consultation. Supplemental guidelines for some specific courses/areas are available on SMWC's website.

CPL PROCESS

The Portfolio—a separate application/portfolio is needed for each course and should include:

- Cover sheet for CPL
- Table of contents
- Introduction—your goal for the CPL—how you plan to use the requested credit.
- Narrative—10-20 page description of your knowledge concerning the subject matter. (Size of narrative may depend on subject; consult supplemental department guidelines if available.) Providing information on how you know something or your process in using a learned skill may be appropriate. The purpose of the narrative is to:
 - Describe your knowledge in context of course outcomes and course objective as found in course module/syllabus.
 - Describe how you learned the information and concepts.
 - Give detailed examples of what you know.
 - Describe incidents that demonstrate your learning and practical application of theory.
 - Reflect on how you use the knowledge.

- Supporting documentation/verification of what you have indicated in your narrative to confirm learning, examples include:
 - Letters of recommendation or verification
 - Awards, certificates, commendations
 - Work samples, lesson plans
 - Writing samples
 - Programs, brochures, newspaper articles
 - PowerPoints
 - Evaluations
 - Job description, resume
 - Licenses
 - Photographs

Submit CPL portfolios electronically, in person or by mail:

Academic Affairs
2945 W Guerin Ave
Saint Mary-of-the Woods, IN 47876-0069

Materials will then be forwarded to the appropriate evaluator. Applications are evaluated by faculty who teach the course being considered for credit. The process generally takes a minimum of 30-60 days so plans should be made accordingly when credit for a course is needed as a prerequisite or graduation requirement. **All CPL applications must be submitted for evaluation before the student has 100 hours completed towards a bachelor's degree, 45 credit hours towards an associate degree, or two semesters prior to non-degree program completion.** This allows time to enroll in courses prior to graduation or program completion.

Submitting the CPL application does not guarantee that credit will be granted. The application will be reviewed carefully and the evaluator will determine if:

- CPL credit is awarded—student is notified of the decision and billed for appropriate amount. Any awarded credit is applied to transcript.
- More documentation is needed—student is notified in writing (if additional documentation is not received within 30 days, the CPL application will be denied). Upon receipt of added documentation, credit is awarded or denied. Student is notified of decision and billed for appropriate amount. Any awarded credit is applied to transcript.

Appeals may be submitted to the Executive Director Student Success.