
Credit for Prior Learning e-Portfolio Assessment for Equivalent Course Credit

Overview of Process

Purpose: Provide an avenue for students with extensive work or other experience to receive equivalent course credit for their knowledge/skills.

CNM Experts: The Credit for Prior Learning (CPL) Coordinator and the Academic Affairs Director of Transfer Pathways.

Functional Units Involved: Office of Academic Affairs, School Advisors, Achievement Coaches, School Deans, School Associate Deans, Full-Time Faculty, Part-time Faculty, Enrollment Services.

Beginning of Process: Student requests permission to complete an e-portfolio for a course listed on the CPL e-Portfolio website; if a specific course is not listed, the student will submit their suggestion for CPL e-portfolio opportunity through the website and the CPL Coordinator will work with the relevant school to create a CPL opportunity for the requested course. School Advisor or department designee or Achievement Coach receives and approves student request then provides the student with a registration override into the CPL e-Portfolio Course. Student registers for the CPL e-Portfolio Course on Banner.

Final Results: After the e-portfolio assessment is complete, a grade of credit or no credit is entered as the final student e-portfolio grade in the Learning Management System (LMS) and in Banner.

Definitions:

CPL Coordinator: Office of Academic Affairs full-time staff member with Certificate of Mastery in in Prior Learning Assessment from the Council for Adult and Experiential Learning (CAEL).

Faculty Assessor: Full or part-time CNM faculty member with recent, relevant, teaching experience in course(s) for which CPL Portfolio submission is available, and, who is trained to assess student CPL e-portfolios according to the CNM standards (or CAEL) for CPL e-portfolio assessment.

Student Learning Outcomes (SLOs): Subject-matter knowledge, or demonstrable skills, determined by subject-matter experts at the State, Institution, and/or Department-level(s) learned as the result of satisfactorily completing the relevant college course or through relevant, advanced, extracurricular experience.

CPL Portfolio: Systematically written and compiled work intended to demonstrate students' proficiency and mastery of select course student learning outcomes and demonstrable skills. Students rely on experience gained outside of a formal classroom to reflect on their experience, and through collegiate-level writing, apply their experience(s) to relevant theories and concepts thus demonstrating their level of mastery of course student learning outcomes.

Post-e-portfolio assessments: Some departments require skills-based or other evaluations of student ability to demonstrate necessary subject-knowledge/demonstrable skills (i.e., interview and task evaluation) *in addition to* the completed e-portfolio.

Related Documents and Forms:

- A. Example e-Portfolio (Please see: [Walden University](#) or [Northern Illinois University](#))
- B. Example e-Portfolio Assessment Grading Rubric
- C. Faculty Compensation Process for e-Portfolio Assessment

- D. e-Portfolio Assessment Compensation Form- Academic Affairs
- E. Course & Section Assignment for CPL e-Portfolio

Process:

1. Through the CPL website, during the first two full weeks of a term, student requests permission to complete a course e-portfolio for equivalent course credit.
2. Portfolio-trained School Advisor or Achievement Coach receives student request via CPL website/CNM email.
3. Portfolio-trained School Advisor or Achievement Coach may request to meet with the student to ensure student preparedness and the appropriateness of Portfolio completion for course equivalency.
4. Within five (5) academic calendar days, the School Advisor or Achievement Coach, in consultation with Associate Dean or Dean, approves or denies student request by sending the student notice via CNM email.
 - a. If denied, School Advisor or Achievement Coach contacts the student to inform the student of the final decision and student's responsibility to complete the course.
 - b. If approved, Dean or Associate Dean contacts Enrollment Services to request creation of a new section of the CPLP 2097 Independent Study CPL e-Portfolio course and includes the name of the assigned Faculty Assessor; Enrollment Services then creates new section of the non-credit (CR/NC) CPLP 2097 Independent Study CPL e-Portfolio course (see Course & Section Assignment for CPL e-Portfolio Assessment).
 - i. Dean or Associate Dean contacts Distance Learning to request a course copy of the Master Credit for Prior Learning e-Portfolio Course for the assigned Faculty Assessor.
5. School Advisor contacts student.
 - a. Fall 2019: Advisor provides a link to the CNM Marketplace where student will pay fee. Once student provides proof of payment to the advisor, student is given permission to enroll, providing the CRN.
 - b. Beginning Spring 2020: Advisor provides student with permission to enroll. Course fee, \$125, is attached and charged to the student's account
6. Student registers for the e-Portfolio Course, accesses the e-Portfolio Course through the Institution's Learning Management System (LMS), completes the e-portfolio course (through the guided or self-guided module), and submits the complete e-portfolio through the LMS no less than two weeks prior to the end of the semester.
7. Within ten academic calendar days of student e-portfolio submission:
 - a. The Faculty Assessor evaluates the submitted e-portfolio and completes the e-portfolio assessment rubric.
 - b. The Faculty Assessor schedules any additional skills assessment (if applicable) with student; post-e-portfolio assessment should occur after the e-portfolio is submitted and no less than two weeks prior to the end of term.
 - c. After the e-portfolio and any additional requirements are assessed, Faculty Assessor assigns the e-portfolio course grade as credit or no credit; the student will then have access to the credit award decision on the LMS and/or student portal.
8. Completed e-portfolio is saved and maintained by the Faculty Assessor together with a copy of the completed grading rubric for two years.
 - a. The Faculty Assessor submits the completed portfolio rubric with e-Portfolio Assessment Project Compensation form to Associate Dean.
 - i. See the Faculty Compensation Process and Faculty Compensation Form for further details on Faculty Assessor Processes.
 - b. Associate Dean confirms successful completion and course name and submits a transcript entry form to Enrollment Services to award CNM Course credit for the course for which the e-portfolio was created.
9. If student does not receive credit for the e-Portfolio Course, student will be responsible for completing the course as required.

Activity Tracked: The CPL Coordinator, in the Academic Affairs Office, catalogs all faculty assessor training and faculty assessor assignments. Student requests for e-portfolio submission, approvals and denials of student e-portfolio submission requests, and final credit award decisions are tracked within the schools and reported once per term to the CPL Coordinator. Documentation related to faculty compensation for e-portfolio assessment is maintained by the school Academic Technical Assistant with payroll responsibilities (see Faculty Compensation Process for e-Portfolio Assessment).

Last Reviewed/Revised: Process created in May, 2019.