

Process for Student Requests for Evaluation of Prior Learning

Overview of Process

Purpose: Provide academic schools, with a process to ensure that Credit for Prior Learning (CPL) is documented, evaluated, and appropriate for the level of degree or certificate awarded through the College.

CNM Experts: The Credit for Prior Learning (CPL) Specialist and the Sr. Director for Transfer & Pathways, School Deans, School Associate Deans, and Enrollment Services.

Functional Units Involved: Office of Academic Affairs, School Deans, School Associate Deans, Faculty Subject Matter Experts, and Enrollment Services.

Beginning of Process: An active student in a degree or certificate program requests an evaluation of their non-credit training, using a Request for Evaluation of Prior Learning form and including documentation of the learning, to determine equivalency to a specific CNM course's student learning outcomes and determine if credit can be awarded, when a CPL crosswalk has not already been established.

Final Results: Student is notified by academic school via email if credit cannot be awarded and provided with a reason. Or, CPL transfer credit is recorded on student's institutional record and the new CPL option, if applicable, is posted on CPL website as an option for other students who meet the CPL eligibility requirements.

Definitions: see CNM Way Process: CPL Key Terms & Definitions

Related Documents and Forms:

- A. CNM Way Process: Credit for Prior Learning Key Terms & Definitions
- B. Request for Evaluation of Prior Learning Form
- C. Transcript Entry Form (Revised March 2020)
- D. CNM Way Process: School-Driven Process to Establish Credit Equivalencies for Prior Learning (CPL)

Process:

- I. Student submits completed Request for Evaluation of Prior Learning form with documentation of their learning to the Graduation and Evaluation Office or askgrad@cnm.edu.
- II. Records and Transcript Evaluator forwards the student's request, copying the student, to the Associate Dean(s) that oversees the course(s)/discipline for which the student is requesting credit.
- III. Associate Dean identifies appropriate subject-matter-expert to evaluate the learning experience to determine course equivalency.
- IV. Evaluation is completed by subject-matter-expert and notifies Associate Dean of credit decision.
- V. Associate Dean responds according to the credit award decision:
 - a. Credit is not awarded – Associate Dean responds to original email request, replying to all, to let the student know that credit cannot be awarded and the reason.
 - b. Credit is awarded/equivalent – Associate Dean submits a Transcript Entry form to award credit.
- VI. Records and Transcript Evaluator processes the credit award according to transcript entry form submitted by Associate Dean and notifies student that the credit has been applied to their academic record.

Activity Tracked: The Enrollment Services Office, in cooperation with the CPL Specialist, CNM's Information Technology Services (ITS) Designee, and/or Designee in the Office of Data Strategy (ODS) tracks the number of students earning CPL and the number of hours earned, by course, program, and school.

Last Reviewed/Revised: Process revised October 2021.