

Credit for Prior Learning Appeal Instructions

Central New Mexico Community College



Students may appeal a Credit for Prior Learning decision in writing to the Academic School to which the initial CPL request was made.

Appeal Process Criteria

Students **may not** appeal CPL decisions based on disagreements with grade-weighting methods or scores earned on standardized exams. The methods of CPL that can be appealed are credit award decisions based on challenge exams or portfolios, due to the following reasons:

- o a score miscalculation,
- o inconsistency with the CNM CPL Policy or Processes, or
- o an error in a challenge exam that would change the grade outcome

Process for Appealing Denied CPL Credit

A CNM student wishing to appeal a denial of credit on a portfolio, an internally created challenge exam, or the evaluation of their military training will complete the following steps:

1. Print and complete the Credit for Prior Learning Appeal Form (pg. 2, below).
2. Include any supporting documentation that may support the appeal; for e-Portfolio credit appeals, student must include a printed copy of the e-Portfolio and a copy of the grading rubric completed by the faculty assessor.
3. Submit the completed Credit for Prior Learning Appeal Form along with any supporting documentation to the Academic School from which credit is being sought.
 - a. Appeals must be submitted within 10 business days of a written notice of credit denial.
 - b. The student will be notified of the appeal decision within 2 weeks.

Questions or Concerns

If you have any questions or concerns, please contact the appropriate School to make an appointment with a School Advisor.

Applied Technologies: (505) 224-3711

Business & Information Technology: (505) 224-3811

Communication, Humanities & Social Sciences: (505) 224-3588

Health, Wellness & Public Safety: (505) 224-4111

Math, Science & Engineering: (505) 224-3561

