Credit for Prior Learning (CPL)

Program Handbook / Guide

TABLE OF CONTENTS

PREFACE

Sussex County Community College (SCCC) has prepared this handbook to provide new and returning students, military veterans, advisors, faculty, and administration with the information needed to complete Credit for Prior Learning (CPL) requests and processes. The handbook will be revised periodically to reflect changes in process and prior learning assessment options.

For more information about CPL at SCCC, contact:

Sussex County Community College Center for Student Success
One College Hill Road
Newton, NJ 07860
973-300-2207

EQUAL OPPORTUNITY: NON-DISCRIMINATION CLAUSE

Sussex County Community College does not discriminate in admissions or access to, or treatment or employment on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries/complaints regarding non-discrimination policies: Title IX and Employment: Stacie Caputo, Director of Human Resources, 973-300-2772, scaputo@sussex.edu, Student Center, Rm D313, Sussex Campus, and Section 504: Pamela Cavanagh, Advising and Counseling Center Student Accessibility Services Coordinator/Counselor Administration Bldg. Rm B207, Sussex Campus, 973-300-2153, pcavanagh@sussex.edu. Annual Public Notice

ACCESSIBILITY STATEMENT:

Student Accessibility Services (SAS) is committed to supporting students with documented disabilities by providing reasonable accommodations. Students requesting services under SAS must self-identify and provide appropriate documentation (i.e., IEP, 504 Plan, medical documents, etc.) of disability. Reasonable environmental and academic adjustments will be provided according to the student's documented need. The mission of these reasonable accommodations is to ensure equity in education at Sussex County Community College.

To reach the Student Accessibility Services Office (973) 300-2153

INTRODUCTION

What is Prior Learning?
Prior learning is learning gained through life or work outside of structured higher educational courses. Many people learn through their experiences in life such as those in professional endeavors (through business, the military, or other work/training experiences) or through other educational experiences (through community, work, travel, or personal study).

Why is Sussex County Community College (SCCC) adopting credit for prior learning?
The administration and faculty at SCCC believe that Credit for Prior Learning (CPL) fits with the mission of the SCCC: "Sussex County Community College provides a dynamic college experience to a diverse community of students that supports the economic prosperity of the region through lifelong learning, and high-quality academic and occupational programs, in an accessible and supportive environment to ensure student success." The SCCC mission statement directs that our efforts, our resources and our planning and evaluation focus on ways of creating success for every student. The vision of SCCC is to be a leader in NJ Higher Education as a premier provider of 21st century learning opportunities, professional training, and skills development to meet the needs of the people of our community in a globally competitive environment.

- **SCCC's core values are:**
    - Student Centeredness – Putting student first.
    - Academic Excellence – Ensuring a quality academic experience.
    - Integrity – Acting with transparency and ethics in all that we do.
    - Quality Workplace – An environment that attracts and maintains the highest quality faculty and staff.
    - Innovation – Building on successes, investing in technology and embracing change.
    - Diversity – Creating an environment that cultivates civility and respect.
    - Environmental & Fiscal Stewardship – Respect our responsibility to the community.

How is CPL Defined?
CPL is a process through which students identify areas of relevant learning, demonstrate that learning through appropriate documentation, and submit their artifacts/evidence as that can be assessed and possibly awarded academic credit relative to specific course outcomes of SCCC. This process requires students to support their claims of specific relevant skills, knowledge, values, attitudes, understandings, achievements, experiences, competencies, training, and certification that align with specific course outcomes. College level learning acquired through non-traditional experience, such as work, training, reading and research, civil and military service, or life learning must be accompanied by a critical self-assessment of the prior learning application. The Council of Adult and Experiential Learning defines CPL as follows: "The recognition of learning gained from experiences that may be granted credit or otherwise certified. The assessment of learning attained through experiences irrespective of the time and place in which they occurred."

(Assessing Learning, 2nd edition, By Morry Fiddler, Catherine Marienau, and Urban Whitaker, p. 12)

How is CPL Not Defined?
CPL is credit for learning, not credit just for experience. What is evaluated for college credit is not learning experience, but the knowledge acquired and how that knowledge translates into specific college-level credit-bearing courses.

What are some ways of earning credit for CPL?
Students can obtain learning from a variety of sources outside the traditional classroom, and they can earn appropriate credit in their work towards a degree for verifiable college level learning acquired through life or work experience. Students who acquire the level of knowledge that meets the expectations and the learning outcomes of a specific course may get credit for that course, provided the students can demonstrate proficiency in that specific course. Students' knowledge of outcomes addressed in a specific course can be assessed in a number of ways:

- **Advanced Placement (AP)**
  - Qualified beginning students applying to SCCC may be eligible for credit in certain courses based on their College Entrance Examination Board Advanced Placement Test scores as approved by instructional departments. Course and credit hours awarded will appear on the student's official transcript, but will not factor into the student's semester or cumulative grade point average.
  - For detailed information regarding Advanced Placement program, please visit the testing website at https://apstudents.collegeboard.org/.
- **American Council on Education (ACE)**
  - The American Council on Education (ACE) is an organization providing program evaluation and transcripts for training acquired through specific employers, such as training received during a military career, and provides guidance to colleges and universities on the appropriate awarding of credit. SCCC evaluates these recommendations, combining them with Military Credit for Prior Learning methods, to award credit as appropriate for the relevant program of study.
  - A listing of employers participating in ACE recommendations can be found at https://www.acenet.edu/news-room/Pages/College-Credit-Recommendation-Service-CREDIT.aspx/
- **College-Level Examination Program (CLEP)**
  - CLEP is a series of examinations that allow individuals to earn college credit. CLEP is the most widely accepted credit-by-examination program in the United States.
  - For detailed information, please visit the CLEP website at https://clep.collegeboard.org/.
- **Credit by Departmental Exams**
  - Institutional Challenge Exams may be developed at the discretion of the department representative / program supervisor if there is no approved CLEP exam available. Requests for challenge exams should be initiated through the instructor, who will secure the signature of the department representative and Dean/Vice President of Academic Affairs.
  - Currently enrolled students who present satisfactory evidence that they are qualified in a particular subject may be eligible to receive credit upon passing an examination developed and administered by the appropriate academic department. Permission from the head of the instructional department is required to take the examination, and will not be administered to students who have previously taken the exam for credit.
  - Satisfactory evidence of equivalency may include but is not limited to work experience; non-credit coursework; courses completed at non-accredited institutions; military training; and industry-specific credentialing (e.g., Microsoft certifications, etc.).
  - Challenge exams are available in many of the CTE and General Education courses, and competency demonstrations are optional in a number of CTE courses.
- **DANTES Subject Standardized Tests (DSST)**
  - Formerly known as Defense Activity for Non-traditional Educational Support testing, DSST is a credit by examination process available nationally and recognized by the American Council on Education; eligibility criteria may be found in the DSST section of this handbook. DSST credit will appear on students' transcripts.
  - For additional information on the DSST program, including study guides and practice exams, please visit the official website at https://www.getcollegecredit.com/.

- **Portfolio Assessment**
  - For courses that do not have prior learning assessments available, but for which a student believes he or she is qualified for credit based on prior training or work experience, the portfolio assessment option is an alternative form of CPL. To prove alignment of experience to specific course objectives, students are required to prepare and submit documentation supporting the attainment of relevant skills, knowledge, values, attitudes, understanding, competencies, training, experience, and certification. Completed portfolios must describe not only relevant experience but should identify the particular learning outcomes relevant to coursework for which credit is being requested.
  - Portfolios are an assemblage of documentation establishing a student's claim that they have, through alternative learning and training, acquired the specific knowledge, skills, comprehension, training, experience, and/or certification aligning with the competencies and objectives required by the college-level course. Students are required to develop a critical self-assessment of how selected non-traditional training and experience is comparable to a more traditional, college-based learning environment.
  - Students should schedule an appointment with the Dean who has supervisory responsibility for their program of study. The Dean will provide the student with all relevant forms and instructions for completing the portfolio process.

IMPORTANT: CPL will not be awarded until after the student has been admitted into a specific program and all official documentation of previous work or competencies demonstrated has been received. SCCC also reserves the right to accept credit in a way best calculated to preserve the integrity of its own degree. CPL credit may be granted only in programs where SCCC offers coursework in disciplines related to its certificate or degree programs. CPL credit awarded at another regionally-accredited institution may be transferred to SCCC with the approval of the Registrar and the Division Dean. SCCC CPL credit may or may not be transferable to another institution that a student may plan to attend in the future.

No more than half of the credits for the AA, AS, AFA, AAS, Certificates, or a Certificate of Achievement may be applied toward a degree or certificate program. CPL credit will be posted to the transcript as credit earned, without a grade, and does not affect a student's grade point average. CPL credit may not be counted toward the residency requirement in a degree program.

What are the National Criteria for Quality Assurance in Assessing Learning for Credit?
I. Credit or its equivalent will be awarded only for *learning*, and not for *experience*.
II. Assessment should be based on standards and criteria for the level of acceptable learning.
III. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
IV. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
V. Credit or other credentialing will be appropriate to the academic context in which it is awarded and accepted. The program of study and the student's major, i.e., core, upper-division, or graduate, of the student determines the "academic context."

Adapted from: Morry Fiddler, Catherine Marieneau & Urban Whitaker. Assessing Learning: Standards, Principles, & Procedures. Chicago: CAEL (Council for Adult and Experiential Learning), 2006.

For more information visit: The Council for Adult and Experiential Learning (CAEL) at http://www.cael.org/.

What are the advantages of CPL?
CPL reduces the repetition of relevant course-related material for student with prior learning or with prior degrees. The documentation course will also help students who have not been in college before or who have not been in college recently to reacquaint themselves with college learning and expectations. CPL also reduces the time and the money required to earn a certificate or an associate's degree although it requires the investment of both. Certain CPL components require fees such as testing (e.g., departmental examinations and standardized tests) and portfolio assessment. However, in general, CPL takes less time and money to complete than taking regular classes. By evaluating prior learning, SCCC verifies that the particular learning of students is important and is at the college level. Most importantly, CPL enables students to gain greater insight about themselves.

DESCRIPTION OF COURSES
Which courses are available for CPL credit?
Most courses offered at SCCC can be eligible for CPL credit. However, students need to be aware that there are some courses that are more or less relevant to their learning experience and to their degree program. Please consult with the CPL Appropriate Dean.
https://sussex.edu/academics/course-information-and-schedule/

Which courses are NOT available for CPL credit?
The courses covered by CLEP, AP, Departmental Examination, DANTES, and ACE methods of earning credit will not be eligible for credit through the portfolio process.

CPL DOCUMENTATION COURSE INFORMATION
What is CPL portfolio development?
Students use the CPL portfolio development process to document their prior learning. This process requires students to prepare and submit a collection of documents that establish and support their claim that they have specific relevant skills, knowledge, values, attitudes, understanding, achievements, experiences, competencies, training, and certifications that align with specific course objectives. The portfolio developed should not only describe the relevant experience but should also identify the particular learning outcomes.

With whom does the student discuss the CPL process?
Students who believe that they may have prior learning that can be used for academic credit can first discuss their interest with his/her Academic Advisor, a member of the Student Success Center, or a faculty member.   After a legitimate interest is established, the student should be recommended to schedule an appointment with the appropriate Division Dean who will review with the student the process to determine if the portfolio documentation process is appropriate for them. Area Deans are listed on the SCCC Website or inquiries can be made to the Student Success Center. https://sussex.edu/student-support/student-success-center/

How can prior learning be made to match the learning outcomes at SCCC?
Prior learning provides students a way of thinking about broad categories of learning. The learning outcomes help the Academic Evaluator in guiding students to align and categorize their prior learning with the learning outcomes at SCCC.

What are the learning outcomes at SCCC?
The SCCC core curriculum provides the student learning outcomes that need to align with the CPL

Portfolio giving students an opportunity to demonstrate the knowledge, skills and dispositions indicative of an educated person and foundational to lifelong learning.

How are portfolios evaluated for credit?
The evaluators of the portfolios are, in most cases, faculty members, from the department(s) in which students hope to receive course credit. In some special circumstances, professionals in a given field may do portfolio assessments. The evaluators evaluate the submitted portfolios using already determined content area standards, such as learning outcomes, objectives, and criteria as outlined in documents such as those used in Curriculum reviews.

When will students learn what credit they have received?
The departments responsible for grading particular examinations determine the grading timeline for the examinations. Portfolios are due at least three weeks prior to the end of the semester for consideration of receipt of credit by CPL. The portfolio due date permits the announcement of the evaluators' decisions to coincide with the final examinations and regular grades of that semester.

Do students get feedback from the portfolio assessors?
Credit could be awarded after the first submission; in which case the student will be notified that the portfolio has been accepted for credit by the appropriate Dean. The Registrar's Office will notify both the Dean and student when the credit is officially posted. If the student does not receive credit, the evaluator will specifically outline areas for improvement and encourage students to resubmit their documentation one time during the next semester. The evaluators provide a report giving specific feedback to students.

How do students resubmit portfolios?
Students may resubmit the portfolio for re-assessment, with a revision of the documentation and inclusion of any noted areas for improvement in the semester immediately after the original assessment of that particular documentation sent to the Dean. Students are allowed to resubmit only one time for any given course.

How will the credit be reported and recorded on students' transcripts?
If the evaluators deem a portfolio "satisfactory," they will submit a satisfactory CPL Evaluation Form to the Dean. This form must be approved by the evaluator, the evaluator's dean, chair and/or coordinator, and the Office of the Vice President for Academic Affairs before notifying the Registrar and Bursar's Offices. Students will earn a grade of satisfactory (S) for the course or courses for which students have successfully earned CPL credit. It will be noted on the transcript with a letter grade of "S." This "S" grade will **not** be part of the student's grade point average (GPA).

NUMBER OF CPL DOCUMENTATION COURSES PERMITTED
Half the credits for the AA, AS, AFA, AAS, Certificates, Certificates of Achievement can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work, advanced placement (AP), or CPL credit towards a degree or certificate. Students should also work with the CPL appropriate Dean or his/her Academic Advisor to determine any additional requirements they may need to consider. Area Deans are listed on the SCCC Website or inquiries can be made to the Student Success center. https://sussex.edu/student-support/student-success-center/

ROLE OF THE DEAN

The Dean will facilitate all steps in the process including the following.

- Meet with the student to go over the process answering any questions about the handbook and forms.
- Maintain the student's Prior Learning file.
- Assign, communicate and compensate the Evaluator.
- Ensure all student payment and grading information are properly documented.
- Facilitate all communication between the student and the evaluator.

ROLE OF FACULTY EVALUATORS

Academic departments make recommendations to the appropriate Dean to decide which courses can be included in CPL. There are several factors to be considered:

- Electives vs required courses in the major
- First year vs second year courses
- Courses required for transfer or for accreditation

Faculty evaluators in consultation with their departments define the level of experience that can reasonably provide adequate prior learning. Definitions of pre-requisite experiences must be appropriate, defensible, and public.

At the discretion of the CPL appropriate Dean, faculty and/or evaluators may be placed in contact with the CPL student during the CPL petition. Increasing the contact increases the potential for personal influence but it also reduces the potential for miscommunication of expectations.

Faculty evaluators may consult with their departments to define what is "satisfactory" for each component of the evaluation instrument. The work submitted is graded either as "satisfactory" and "satisfactory" is equivalent to anything from a grade of 70 percent on a 100 percent grading scale upwards.

Faculty evaluators define the scoring needed to get an overall **"satisfactory"** rating in consultation with their department. If a student receives an overall **"unsatisfactory"** for the submission, the faculty evaluators in consultation with their department determine the resubmission policy. Several possibilities exist:

- No resubmission
- Resubmission of selected sections
- Resubmission of maximum portion of submission (e.g., 25%)
- Resubmission of entire documentation

Faculty evaluators can validate that the experiences are authentic and valid because students document the experiences. The documentation can include certificates, training materials, annual reports or supervisor evaluations, work products, photographic or video evidence, as well as testimonials. These experiences are important as both justifying entry to CPL and also as basis for learning. The focus of the evaluation is primarily on learning, not on the experience.

CPL requires that faculty evaluators follow the assessment guidelines which provide clear expectations that the evidence of learning is closely aligned with experiences in order to validate that the evidence of learning in the submission is the work of the student.

TRANSFERABILITY

Not all CPL credit options may be transferable to all schools but that is true in all cases of transfer. Almost any regionally accredited institution in the United States accepts at least some type of prior learning credits in transfer.

The transfer of CPL credits to other colleges is governed by their specific policies. Some schools accept CPL credits without question; others do not accept them at all. It is suggested that you check on the transferability of credits and CPL policies of the colleges in which you are interested.

EMPLOYERS

CPL can be as acceptable as classroom instruction, since the evaluation is based on specific course competencies, and since more and more colleges and employers are recognizing the value of CPL programs.

The American Council on Education (ACE) evaluates courses of study offered through business and industry training sites. If these courses of study meet the college-level criteria established by ACE, then credit value is assigned. These credit values are not always identical to the course credit values offered on college, campuses and students must take the responsibility for determining if ACE credit will be useful in their college program of study.

TUITION AND OTHER COSTS

- When students submit the CPL Application, they must pay a $50 application fee. This fee includes one portfolio assessment by an Evaluator.
- If the CPL application is successful then students will pay a flat fee of $50.00 per credit.
- For the second assessment after the first (or a complete resubmission of the first), students must pay SCCC a $50 CPL Assessment Fee.
- Students are responsible for any testing fees related to CPL.
- The Dean will contact the Bursar's Office communicating any fees that need to be submitted to the Bursar.
- The Bursar will document the Application document accordingly. (below)
- The Dean will keep a copy of all Assessment fee records together with the Prior Learning Application.
- If approved for course credit, the Dean will notify the Registrar by sending forward the application for documentation. The application should be returned to the Dean to accompany the approved portfolio.
- All portfolios should be archived in the Credit for Prior Learning Portfolio file in the Academic Affairs Office area.

Sussex County Community College				
PRIOR LEARNING ASSESSMENT DOCUMENTATION GUIDE				
SUBMISSION TYPE	**SUPPORTING DOCUMENTATION**	**DOCUMENTATION OF CONTACT HOURS**	**DOCUMENTATIO OF CONTENT**	**OTHER REQUIREMENTS**
Sponsored Professional Training	Evidence of successful completion such as: • Certificate • Training Record • Transcript • Letter on company letterhead signed by appropriate official • Training or HR personnel record listing trainings and dates of completion	Number of contact hours must be listed for each training topic or course Note: *CEUs (Continuing Education Units) are not standard units; therefore, documentation of actual clock hours or definition of CEU conversion is required.*	Evidence of training content such as: • Syllabus • Course description • Training agenda • Training Manual table of contents	Credit Rationale Paper (one page) Contact information (phone and/or email) for training instructor or work supervisor
Experiential Essays	Physical evidence of the learning (artifact) such as: • Work samples • Business plan • Publications • Job Performance Reports • Photographs • Power Point presentation • Validation of the experience by an appropriate official	At least one year of experience related to the experiential essay topic	Selection of 3 credit matching course from an accredited post-secondary institution including: • Specific course description • Course learning outcomes, objectives or competencies • Name and location of institution	Experiential Essay (12 to 15 pages)
Non-accredited institutions or non- transferable credits	Unofficial transcript	Classroom hours must be detailed on letter from Registrar if not evident on transcript or in catalog Note: *Credit on transcript is generally not acceptable for proof of hours*	Course description from the college catalog	Credit Rationale Paper (one page)

STEP 1---APPLICATION FOR CREDIT FOR PRIOR LEARNING

Sussex County Community College
(Application Completed by the Student Digitally/Typed)
(This section is returned to the Division Dean and kept in the Applicant's CPL Folder)

NOTE: The application and portfolio can take up to two months to process. Applications and portfolios turned in two months before the end of the semester and found to be "Satisfactory" by the Evaluator in that semester will be credited within the same semester. All others will be credited the following semester. Application and portfolio can be mailed or delivered to: Sussex County Community College One College Hill Road, Newton, NJ 07860 ATTN: SCCC Division Dean. Area Deans are listed on the SCCC Website or inquiries can be made to the Center for Student Success.
https://sussex.edu/student-support/student-success-center/

Complete all information below before submitting the application for credit. Attach the Master college Syllabus for application.

Name:	SCCC ID:
(first) (middle) (last)	
Major:	Academic Advisor:
	(first) (last)
SCCC email:	Date:
Address:	Telephone:
(street, apartment, box)	(home) / (cell)
	Best time to call:
(city, state, zip)	

Information about the course for which you are seeking credit:

Course prefix & number:	Total number of courses:
	Total number of credits:
Course title:	
Is this course required for your major?	
Have you satisfied pre-requisites (or equivalents) for this course?	
Is this course a pre-requisite for other courses in your major?	
Will you need to transfer credit for this course to another college/university?	
SCCC Core GenEd Area for this course: https://sussex.edu/media/10399/sussex-gen-ed-requirements-2018 2019.pdf See the Core at: https://sussex.edu/academics/course-information-and-schedule/	

Notes – Add any other relevant information about the course.

Prior Learning Fees:
- Application fee (includes one subject evaluator fee)...........................$50.00
- Tuition …………………………………………………..……………………50% of the tuition and
  no course fees

- Additional Evaluation fees:
  - Resubmission or new submission of the same portfolio………$50.00
  - Each additional subject area evaluator consult...$50.00
- Transcript posting fee per course..$20.00 per course

Application, tuition, transcript posting and evaluation fees are posted to your student account as described below. The tuition and transcript posting fee will not be posted to your student account unless or until life experience credits are posted by the Registrar.

I understand that the Prior Learning application and evaluation fees are non-refundable regardless of whether credit is granted or not and the fees will be posted to my student account when I submit the application. I also understand that if credit is awarded, the transcript posting fee, tuition and all other course fees will be posted to my student account.

_____   _____

Student Signature   Bursar's Office

_____   _____

Division Dean   Registrar's Office

_____   _____

Chief Academic Officer   Date

STEP 2---DEAN---PAYMENT DOCUMENTATION PROCESS FORM

The Application should be submitted to the appropriate Dean.

---The Dean will notify the Bursar by forwarding the application to Bursar for payment posting.

---The Bursar will fill out the appropriate box below for the $50.00 application fee and return the application to the Dean.

---The Dean is responsible for maintaining the record.

The Portfolio should be submitted to the appropriate Dean.

---Upon submission of the completed portfolio the Dean will work with the appropriate evaluator and a secondary evaluator, if needed. The Dean will make arrangement for payment posting for evaluation fees and evaluator compensation after the process is complete.

Evaluator's Review Report

--- If approved for course credit, the Dean will notify the Bursar and Registrar by sending forward the application for documentation below. The application should be returned to the Dean to accompany the approved portfolio.

---All portfolios should be archived in the Credit for Prior Learning Portfolio file in the Academic Affairs Office area.

***BURSAR	***REGISTRAR
Application must be paid, or posted to the students account, when the application is submitted. Application & Evaluation Payment Received/Posted See above _____ Date _____Initials _____ Student Notified Date _____ ……………………………………………………… **Tuition, Evaluation & Transcript Posting must be paid or posted to the students account when the portfolio is approved for college credit. The Dean will notify the Bursar and Registrar.** Tuition, Evaluation and Transcript Posting Payment Received/Posted See above _____ Date _____Initials _____ Student Notified Date _____ ……………………………………………………… **Secondary Evaluator must be paid or posted to the student's account when assigned. This is not the fee if the submission needs to be completely resubmitted.** Secondary Evaluator Payment Received/Posted See above _____ Date _____Initials _____ Student Notified Date _____	**Upon approval of the complete submission by the Dean to the Registrar and Bursar, the Registrar will verify below the credit is posted on the student's record.** Student Name_____ Date posted _____ Total credits _____ Initials _____ Student Notified _____ Date _____ The entire application and documentation sections of this document must become part of the final archival portfolio.

STEP 3---STUDENT---WORKSHEETS FOR CREDIT FOR PRIOR LEARNING
Sussex County Community College

(Worksheets completed by student and must be typed)

Please describe the work or volunteer experience, training, courses, or other things you have done that you believe have met the requirements of the course listed above.

Sussex County Community College Application for Credit for Prior Learning

List each of the course learning outcomes for the course for which you are seeking credit. After the competency, identify any activity and supporting artifacts (documents, Web pages, audio or video files, or other materials) that correspond to the objective support your application for credit. If you are documenting an activity, for each of the artifacts that provide support for your prior learning, write a caption that will briefly describe the connections between the artifacts and the competencies:

Learning Outcomes 1	
Activity	
Artifact	
Caption	
Learning Outcomes 2	
Activity	
Artifact	
Caption	
Learning Outcomes 3	
Activity	
Artifact	
Caption	

Learning Outcomes 4	
Activity	
Artifact	
Other	
Learning Outcomes 5	
Activity	
Artifact	
Caption	
Learning Outcomes 6	
Activity	
Artifact	
Caption	

Learning Outcomes 7	
Activity	
Artifact	
Caption	
Learning Outcomes 8	
Activity	
Artifact	
Caption	
Learning Outcomes 9	
Activity	
Artifact	
Caption	
	Please add additional spaces if needed. **If you need assistance, please contact the dean.**

Please provide any further notes that you believe will help support your claims for credit.

Include the Portfolio with the worksheets.

End of Student Worksheets

STEP 4---EVALUATOR---CPL CREDIT APPROVAL FORM

(Completed by Evaluator Digitally/Typed)

Course Prefix Course Number Rubric for Effective Credit for Prior Learning Submissions
(Course Name: # hours credit)

Student Name:_____ SCCC ID #:_____

Evaluator:_____ Date:_____(M/D/Y)

Course description:

Criteria for Satisfactory grade:

Resubmission:

ITEM	TARGET	Satisfactory	Unsatisfactory
SOURCES OF LEARNING (EXPERIENCES)			
Documentation and description of experiences as a basis for CPL.	Sources of Learning section succinctly narrates and describes the significance of the candidate's relevant learning experiences and establishes the candidate as qualified to write on the subject.		
EVIDENCE OF LEARNING (COMPETENICES)			
Evidence (overall)	Candidate provides evidence of learning from experience.		
Evidence aligned with specific learning competencies	Candidate provides adequate and appropriate evidence of each learning competency listed in the course syllabus.		
Evidence aligned with personal experience	From the candidate's discussion of personal examples, it is clear that the learning arose from the candidate's experience and/or experience represents the candidate's understanding of the topic.		

Evidence aligned with academic theory	Appropriate amount and use of academic theory is integrated within the submission, so that the candidate's learning is grounded in the academic frameworks of the topic.		
QUALITY OF PRESENTATION OF SUBMISSION			
Breadth/Depth of Submission	There is an appropriate depth and breadth of discussion related to requested credits.		
Introduction/Conclusion	○ Introduction effectively introduces the topic in general and the contents of the essay specifically. ○ Conclusion effectively summarizes main points and state significance of the essay topic.		
Citation of Source Material	In-text and end-of- text citations of all sourced materials are correct and complete.		
Documentation	Documentation is effective evidence of experience; documentation is effectively referred to within submission, and its significance and relevance is clear.		
Sentence Structure, Mechanics, and Overall Presentation	○ CPL submission is well-organized, uses adequate subheadings clearly aligned with competencies, and progresses in logical, convincing order. ○ Each sentence structured effectively; rich, well-chosen variety of sentence styles and length. ○ Virtually free of punctuation, spelling capitalization errors; appropriate format and presentation or assignment. ○ Exceptional vocabulary range, accuracy, and correct and effective word usage. ○ CPL submission is professional present, complete, and clear.		

Sussex County Community College
Grading Rubric for All CPL Submissions Digitally and Typed
**There must be evidence for support of all course outcomes and more than
one outcome can be met by one activity as determined by the Evaluator.**

Course Learning Outcome #	Accepted Documentation	Satisfactory	Unsatisfactory	Comments
				Please add additional spaces if needed. **If you need assistance, please contact your dean.**

GRADING RUBRIC OF COMPETENCIES FOR CPL SUBMISSIONS
(To be filled out by the Evaluator)

Student name:

Satisfactory: **Unsatisfactory:**

Resubmission policy if applicable:

Evaluator comments:

Evaluator Signature: