ALLIED HEALTH

THE POWER OF

PRIOR LEARNING

Departmental Credit by Evaluation

STUDENT HANDBOOK
AND APPLICATION

Allied Health Departmental Credit for Prior Learning Handbook (Student Version) – Updated November 25, 2008
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The Maricopa Community Colleges support the **power of lifelong learning** to meet the individual growth needs of the diverse group of students it serves. The Maricopa Community Colleges also recognize that learning takes place in a variety of situations and circumstances and that many students have significant, demonstrable learning from experiences outside the traditional academic environment\(^1\). In alignment with this philosophy, eligible students may have opportunities to receive credit for non-college, prior-learning. This handbook outlines some of the options for Credit for Prior Learning (CPL) that may be available through individual programs. **Note that not all programs may offer these options.**

Students **may receive credit for learning obtained outside the college classroom** if the prior learning is at a **college level** and relates to their individual education program. Competency based portfolio assessment is an evaluation tool for establishing credit for prior learning that enables students to demonstrate college-level learning achieved from experiences gained outside the classroom. **Prior learning, not life experience, is the basis for any award of college credit.** Any credits received for prior learning are transferable within the Maricopa Community Colleges but are not necessarily transferable to other colleges and universities.

Classroom learning often includes both abstract thought and theory, while learning gained outside the classroom is more often experiential. A challenge to students requesting credit for prior learning through portfolio assessment is to provide documentation that demonstrates the prior learning is reflective of course competencies that often include both theoretical and practical applications.

The Kolb (1976) Learning Model\(^2\) provides a conceptualization of how we learn as a continuous circle of experience, observation and reflection, concepts and generalizations, experimentation, and new experiences. The process of portfolio assessment requires that students demonstrate knowledge equivalent to the course competencies for a particular course. **It is the student’s responsibility to identify course(s) for which he or she would like to document prior learning.** Competency based portfolio assessment is not “an easy way to earn credits,” but rather a rigorous process that enables students, through careful reflection and documentation, to show learning equivalent to that acquired through a Maricopa Community College course occurred. The following pages provide helpful information about documentation of prior learning and the organization of a competency based portfolio.

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\(^1\) Maricopa Community Colleges: Credit for Prior Learning (AR 2.2.4)

\(^2\) Kolb, David A., The Learning Style Inventory, McBer and Company, Boston, 1976
A portfolio is a collection of information gathered by the student and presented in a systematic format that validates the experiential learning that has occurred. Each course for which portfolio credit is requested must be in the college curriculum and must be part of the student's certificate or degree requirements.

1. The student must be currently enrolled in the college and have completed a minimum of one credit hour in their declared program, with a minimum grade of “C” before Credit for Prior Learning (CPL) credits can be posted to a transcript.

2. Evidence of prior learning must be demonstrated and cover specific course competencies.

3. Academic credit will be awarded only for course(s) directly applicable to curriculum requirements of a degree or certificate program as outlined in the college catalog.

4. The community college transcript will reflect class credit only; there are no letter grades assigned, however all work must be evaluated and meet a “C” level standard or higher.

5. Credit by evaluation may only be applied for one time per course.

6. Student cannot be currently enrolled in the course, or have previously completed the course.

7. The number of credits awarded through credit for prior learning portfolio assessment may be limited by the requirements established by county, state, federal, accrediting, or regulatory agencies.

Student Responsibilities

Preparation and content gathering of all Portfolio documents.

If planning to transfer to another institution, determine their policy for accepting credits earned by Portfolio review.

Maintain a copy of the Portfolio and all related documents.

Payment of fees associated with credits awarded for prior learning. Credit by Evaluation is currently $63.50 per credit hour*.

*Fees are established by the MCCCD Governing Board and are subject to change.
Portfolio Procedure

1. Make an **appointment for a CPL Orientation** with a Program Faculty member in the subject area.

2. **Complete CPL Agreement** with the Program Faculty member.

3. Gather necessary documentation (see pages 6-7).

4. Once Portfolio documentation is complete, submit Portfolio to respective Program Faculty member along with **CPL Application** (see page 8).
Portfolio Guidelines

Student will meet with Program Faculty member to review the Portfolio process and guidelines

Prior learning credit through Competency Based Portfolio Assessment requires that the student develop a portfolio using a combination of the documents listed below. The portfolio becomes a part of the student’s program record; therefore, the student should retain a complete copy of the portfolio. It may consist of:

1. **Cover letter or summary abstract** which relates prior experience and learning to the course competencies
2. **Transcripts** (unofficial)
3. Competency based **documentation** (certificates, letters, licenses, work samples, job descriptions, awards, etc.)
4. Credit for Prior Learning **Agreement**
5. Credit for Prior Learning **Application** (see page 8)
6. **Course competencies** for each requested course. Obtain copies of course competencies by using the District Curriculum web site at: http://www.maricopa.edu/academic/curric/
7. **Interview** by the faculty evaluator
8. Other as requested by faculty

Upon completion of the portfolio, the student forwards the portfolio and CPL Application form to the appropriate faculty member

**Guidelines for evaluation include:**

1. Learning must be demonstrable.
2. Learning must have both a theoretical and an applied component.
3. Learning must be at the college level.
4. Learning must be currently applicable.
5. Learning must be equated to the course competencies of a specific course or courses in the college’s curriculum and applicable to the student’s certificate or degree requirements.
6. Learning must be equated to program accreditation standards and/or professional licensure, certification, or similar credentialing requirements.
PORTFOLIO COMPONENTS REQUIRED DOCUMENTATION

Please use a separate form for each course requested.

Student Name________________________ Student ID#________________________
Course Number ______________________ Course Name ______________________
Portfolio Due Date _________________ (from Credit for Prior Learning Agreement form)
Student Signature_______________________________ Date______
Program Faculty Signature_________________________ Date______

Format of your portfolio is determined by faculty. Please consult with your appointed faculty member to determine what portfolio documentation requirements apply to you for each course.

<table>
<thead>
<tr>
<th>Portfolio Documentation Element</th>
<th>Required?</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit for Prior Learning Agreement</td>
<td>REQUIRED</td>
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<tr>
<td>Portfolio Documents Required Documentation</td>
<td>REQUIRED</td>
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<td>Credit for Prior Learning Application</td>
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<tr>
<td>Portfolio Submission Checklist</td>
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<td>Annual Competency Training</td>
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<td>Certificates of Training</td>
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<td>Job Description</td>
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<td>Letters from Employers/Supervisors</td>
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<td>Licenses</td>
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<td>Narrative of Intent</td>
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<td>Portfolio of Works</td>
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<td>Resume</td>
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<td>Transcripts</td>
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<td>Miscellaneous (please list)</td>
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CREDIT FOR PRIOR LEARNING APPLICATION

Competency Based Portfolio Assessment

DATE ____________________

NAME ______________________________________________________________________
(Last) (First) (MI)

ADDRESS __________________________________________________________________
(Street) (City) (State) (Zip)

PHONE: Home (____)____________ Office (____)____________ Cell(____)____________

STUDENT ID# ______________________________ Email ___________________________

ARE YOU CURRENTLY ENROLLED AT A MARICOPA COMMUNITY COLLEGE? ____Yes ____No

IF YES, LIST WHICH MARICOPA COMMUNITY COLLEGE: ____________________________

MAJOR_____________________________AA ____AS____AAS____AGS ____ Cert _____

LIST MCCCD COURSES FOR WHICH YOU ARE SEEKING CREDIT

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>HCE 246</td>
<td>Clinical Microbiology</td>
<td>6</td>
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</tbody>
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1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________

TOTAL CREDITS____

Student Acknowledges:
* Credit recommendations are not guaranteed.
* All information submitted is true and correct and my own work.
* All fees are non-refundable and subject to change.
* Credits awarded may or may not be accepted in transfer by other institutions.
* All documentation is subject to further scrutiny for accuracy and compliance upon notification and request for originals.
* Students are allowed one original portfolio submission. If deemed incomplete by the Program Faculty, additional documentation will be requested from the student. The original submission date is not affected by this request for additional documentation.
* Program Directors (Faculty) are specialists within their field. Credit(s) will be awarded at the discretion of the Program Director (Faculty).
* All decisions by the Program Director (Faculty) are final.

Without a complete application and list of items, along with all supporting documentation, your portfolio cannot be processed.

Student Signature: ____________________________ Date: ________________

Program Faculty Name: ____________________________
CREDIT FOR PRIOR LEARNING
AGREEMENT

I have met with ___________________________ and have been informed of the Requirements and Procedures for Credit for Prior Learning.

I have been given a copy of the Requirements and Procedures and what is expected of me to complete the process of obtaining Credit for Prior Learning.

I take full responsibility for knowing the following:

1. **All fees are non-refundable.**
2. I have met with and entered a Verbal Agreement with the appropriate faculty member.
3. I agree and understand the required preparation and content of Portfolio according to faculty recommendations.
4. I understand the limited transferability of Credit for Prior Learning credits.

PRINT NAME  _______________________________________________  

Last       First         MI

STUDENT ID #  ______---______---__________

--------------------------------------------------
Student’s Signature       Date
I have read, understand, and agree to all of the above.

--------------------------------------------------
Faculty Signature       Date
APPENDIX

CREDIT FOR PRIOR LEARNING (AR 2.2.4.A.3)
The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Students must be currently enrolled in a credit course at the college at which they apply for assessment of their prior learning. Credit awarded through prior learning will be posted to a student’s transcript upon completion of one or more credit hours (other than by prior learning) at the college granting credit. Exceptions may be granted at some MCCCD colleges for specifically approved programs. Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGE. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Office of Admissions and Records…

…A.3. Departmental Credit By Evaluation
Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Admissions and Records, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

a. the evaluation of a course a second time;
b. the evaluation of a course while currently enrolled in the course;
c. to establish credit in a previously completed course; and
d. to establish credit for a lower level of a course in which credit has been received.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. Credit awarded through Credit By Evaluation will be posted to a student’s transcript upon completion of one or more credit hours (other than by prior learning) at the college granting the credit. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.