

**Center for Degree Completion and Adult Learning**

1800 Valley Road, Wayne, NJ 07470

Phone: (973) 720-2354 / Email: [DCAL@wpunj.edu](mailto:DCAL@wpunj.edu)

<https://www.wpunj.edu/cpe/adult-degree-completion-programs/>

**CREDIT FOR PRIOR LEARNING (CPL) PORTFOLIO APPLICATION**

**Credit for Prior Learning (CPL) Portfolio Process:**

Students interested in submitting a CPL portfolio for credit should schedule an appointment with either the Associate Director of the Center for Degree Completion and Adult Learning, Johanna Prado: Phone: (973) 720-2354 ext. 3035; Email: [pradoj2@wpunj.edu](mailto:pradoj2@wpunj.edu), or the Success Counselor of the Center, Damian Trombetta: Phone: (973) 720-2354 ext. 2732; Email: [trombettad1@wpunj.edu](mailto:trombettad1@wpunj.edu).

1. A CPL team member will work with the student to establish a CPL Portfolio outline detailing what the student will need to address in the portfolio, the criteria that will be used to determine if the student has met the course learning outcomes, and the timeline for completing the portfolio. This CPL Portfolio Application will be signed by the student, the CPL team member, Faculty Reviewer, and Department Chair. The assessment fee\* must be paid before the portfolio can be reviewed.
2. The CPL team member will assist the student with demonstrating equivalent learning outcomes for the selected course by documenting knowledge, competencies, and skills acquired through prior learning.
3. The student and CPL team member will meet to establish a clear understanding of the portfolio requirements, criteria that the assessor will use to determine if the student has met the course learning outcomes, and a timeline for completing the portfolio, which are then crystallized in the outline mentioned above.
4. A CPL member will schedule frequent meetings with the student to review narratives for each learning outcome. If any questions arise concerning the learning outcomes with evidence presented by the student, a CPL team member will contact the faculty reviewer to provide further advisement.
5. Once the student submits the completed CPL portfolio to the Center by the agreed upon deadline, the CPL team member will review it. They will then provide a recommendation, along with the student’s portfolio and rubric, to the faculty reviewer for a pass or fail grade for the specific course and potential award of credit.
6. The faculty reviewer will assess the portfolio against the provided rubric and complete the CPL Portfolio Checklist with a recommendation to either: 1) award credit for the portfolio; 2) deny credit for the portfolio; or 3) request a revision and re-submission of the portfolio by a specified date. Requests for resubmission are at the discretion of faculty reviewer(s), not the student. Failure to resubmit a revised portfolio by the specified date will result in a denial of credit for the portfolio.
7. The faculty reviewer notifies the CPL team member in writing of the assessment result. The CPL team member will then notify the student, and submit the portfolio and completed CPL portfolio assessment to the Department Chair for approvals. If credit is awarded, the CPL team member confirms that the student has paid the CPL assessment fee. If confirmed, the CPL team member will work with the student accounts office to post the CPL course fee to the student’s account and request that the Office of the Registrar post the awarded credits to the student’s transcript. The CPL team member will forward all portfolios approved for credit to the Office of the Registrar for inclusion in the student’s official academic transcript. If a portfolio is not approved for credit or if re-submission is requested, the CPL team member will return the portfolio to the student.

**Fee structure:**

|  |  |  |
| --- | --- | --- |
| **Fee description** | **Cost** | **Charge schedule** |
| \*Assessment fee | $480 per portfolio | Charged prior to the assessment of the portfolio |
|  |  |  |



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Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

855#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, ZIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Undergraduate Program (check one): □ B.A. □ B.S.

**CPL Proposal (To be completed prior to initial meeting with faculty assessor):**

I am requesting to submit a CPL portfolio for the following class:

Course subject, number & title (e.g. SOSC 110 Social Science Inquiry): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of credits: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please attach a one-page Word document which describes the work or volunteer experience, training, non-academic courses, or other things you have done that you believe have met the objectives and outcomes of the course listed above.

**CPL Agreement of Expectations (To be completed in conjunction with faculty assessor):**

Please describe the materials that you will present for review as part of your CPL portfolio for the course noted above. These may include (but are not limited to): research essay, narrative essay, resume, web pages, other documents, audio/video files, photography, and certificates of training or completion.

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Deadline for submission of completed portfolio to assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of faculty assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of faculty assessor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*I understand that by entering into this CPL contract, I am responsible for payment of all assessment fees, regardless of whether credit is awarded for the CPL portfolio.*

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please return this completed form to the Center for Degree Completion and Adult Learning***

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***Thank you!***