



## Credit for Prior Learning Overview

Students who can demonstrate they have achieved course outcomes through their work and life experiences may qualify for college credit. It is important to **apply for Credit for Prior Learning (CPL) within your first year of study**. This allows the faculty reviewer time to assess your prior experiences and recommend CPL credits, and allows you enough time to complete remaining coursework. *CPL cannot be awarded within a student's last 30 credits prior to graduation at Viterbo.*

## Steps

### Step 1:

Your academic advisor will help you identify Viterbo courses that could align with your prior learning and professional experiences, and share the syllabi to determine if you have met course learning outcomes.

### Step 2:

Get started on your CPL application. Your academic advisor will provide guidelines and help answer your questions along the way. When your application is complete, your academic advisor will provide feedback then forward it to faculty for review.

### Step 3:

Pay the per credit fee for each credit approved by the faculty reviewer. Then the registrar's office will award your credits. Consult your advisor to determine the fees, which are published on the [business office website](#).

## Sample Review Table

Earning CPL requires three steps: identification, justification, and verification.

- **Identify** the courses for which you have not been awarded credit, but have had learning experiences you believe are equivalent to the course outcomes.
- **Justify** the award of that credit by citing how your learning demonstrates the course outcomes.
- **Verify** your learning experiences through supporting evidence.

Course: BWV 101 Basket-Weaving		
<b>Identify:</b> course learning outcomes	<b>Justify:</b> related prior learning experience	<b>Verify:</b> supporting evidence
<i>Identify traditional materials used for basket-weaving.</i>	<i>I weaved baskets with several traditional materials (e.g., reed, raffia) through a work training.</i>	<i>Certificate of completion; photos of baskets weaved; letter from supervisor</i>

## Evaluation

Based on your submission, the CPL evaluator will recommend one of the following:

- Award credit
- Award no credit
- Additional supporting evidence

The approved CPL credits will be placed on your transcript.

## Tips and Tricks

### Determining your credit request

*Review the course syllabus and course materials (e.g., assignments, textbooks) and consider how your knowledge and experience aligns with the outcomes. There should be sufficient evidence of prior learning or experiences to justify earning course credits.*

### Identifying your college-level knowledge, skills, and abilities

*Develop a chronological employment history, including part-time work, and consider:*

- What you have to know in order to do your job and/or teach someone else your job
- What you have learned that makes you good at your job
- What work-related training events you have completed
- What standardized exams you have taken for your current or previous jobs
- What work-related licenses or certificates you possess
- What learning outcomes your experiences demonstrate

## Collecting Documentation

### List your documentation evidence.

- Examples include certificates, job descriptions and evaluations, commendations, magazine or newspaper articles, letters from employers, supervisors, teachers, or community leaders, program notes from performances/exhibits/events.
- Examples of your work include manuals/brochures, patents, curriculum plans, books, articles, computer programs, documents, spreadsheets, literary work, artwork, photographs, musical arrangements, or audio/visual recordings of performances.

Make a list of the professionals or experts in the field who could verify your knowledge and abilities, and request documentation from them (letters from supervisors, employers, colleagues, etc.).