



MCUTS
@LBC

Credit for Prior Learning Handbook

Turning Prior Learning Experiences into College Credit

CPL Explanation and Information

In order for a student to be awarded academic credit for Prior Learning experiences, the experiences and learning must:

- Be *documented*, not just experience or exposure
- Be *college-level* (equivalent to college learning)
- *Not* have resulted in previous college credit (*credit from prior learning can only be granted once*)
- Note: CPL does not include coursework from accredited institutions or credits earned through testing; these are evaluated and assessed in a separate process.

Parameters for Student Eligibility for CPL

Students may earn up to 30 credits for Prior Learning experiences. The amount of credit awarded is determined by (1) an evaluation of the experiences and documentation submitted and (2) an assessment of the credit hours (by required courses and/or categories) the student still needs to complete in his or her degree program. Credits earned through the CPL process generally will be applied to a student's degree program as open electives, unless otherwise designated in the process of evaluation. *Students are encouraged to consult with the Academic Dean before completing a CPL application if they believe they already have or are close to completing their open electives.*

Students are eligible to be awarded credit through the CPL process only if they have earned fewer than 90 credit hours when entering MCUTS@LBC. Students entering the institution with 90+ credit hours are not eligible to apply. Additionally, students must complete a minimum of 30 credit hours through coursework taken at MCUTS@LBC, which does not include credit earned through CPL. **EXCEPTION:** *If a student enters MCUTS@LBC under a transfer agreement, then the 30 credit hours of coursework is not required, and that student can be eligible for applying and earning credit through the CPL process.*

CPL Fee

MCUTS@LBC charges a fee of \$300 for the CPL process, and is placed on the student's bill upon the completion of the process. If it is determined through the CPL process that the student is not eligible for any academic credit, then no fee will be assessed. Failure to pay this fee will result in the credit not being awarded until the account is paid. **EXCEPTION:** *The CPL fee will not be assessed for students submitting a CPL application that seeks to gain credit only from MCUTS Non-Accredited Training Partnerships. Students seeking credit for anything in addition to instruction received through one of these Partnerships will be charged the \$300 fee. For a current list of MCUTS Non-Accredited Training Partnerships, contact us at cpl@mcuts.org.*

Students may apply for CPL more than once if they are seeking credit for previously unreported learning experiences, including ones completed during their course of study at MCUTS@LBC. However, the student is required to pay the CPL fee (\$300) for each submission of the CPL application (unless it is only from experiences with MCUTS Non-Accredited Training Partners). Students should consider this to determine the best time to submit their CPL applications.

Steps in the CPL Process

The five steps in the CPL process are:

1. Personal Inventory
 - Review the "Examples of Prior Learning" below.
 - Download the "CPL Application" from the MCUTS website (under the Academic menu).
 - Download the "CPL Handbook" from the MCUTS website and review it.
2. Complete the CPL Application
 - Complete and save the application on your personal computer or other device.
 - Send an electronic copy of your application to cpl@mcuts.org. *Do NOT submit any documentation at this time. EXCEPTION: Students*

*who are submitting an application seeking credit from **only** MCUTS Non-Accredited Training Partners should submit their certificates and/or documentation with the application at this stage.*

- After your application has been reviewed, it will be returned to you with an indication of the range of credits you may earn for each prior learning experience.
- The standard deadline for submitting the initial application is the end of the first Session of the academic term (Fall, Spring, or Summer).

3. Gather Documentation

- Students are to gather the necessary documentation for each learning experience submitted for evaluation.
- The application contains responses that identify the types of documentation required for each item.
- **All** documents must be scanned and submitted electronically.

4. Submit Documentation

- Attach all of your scanned documentation to a **single email** and send to cpl@mcuts.org. Documentation attempted to be submitted in hardcopy and/or in person will not be accepted.
- The deadline for submitting your documentation is the end of the second session of the academic term (Fall, Spring, or Summer) in which the application is filed.
- Students who fail to meet these deadlines must wait until the following academic term to go through the CPL process.

5. Final Review and Notification

- Your application and documentation will be reviewed by the appropriate MCUTS staff. When that review is completed, you will then receive an email regarding the number of credit hours you have been awarded.

Student advising for courses will take into account any credits awarded through CPL only after the CPL application and documentation processes have been completed and the application fee of \$300 is posted.

Categories for Earning Credit through CPL

Significant Employment

- Past and present jobs outside the church (including job descriptions)
- Paid church work

Workforce Training

- In-house job training
- Training for computer skills
- Creation and maintenance of websites for job
- Professional development seminars provided by employer or outside agency

Church Training

- Training for specific ministry opportunities
- Weekend conferences
- Seminars sponsored by church
- Denominationally sponsored workshops

Church Service

- Ministry internship
- Sunday school teacher
- Youth director
- Bible study leader
- Director of a church-sponsored ministry

Volunteer Training

- Red Cross training
- Special Olympics training
- Training for service in other non-church programs to assist people

Volunteer Service

- Volunteer hours served with an agency or church
- Volunteer position held with an agency or church

Non-Accredited Education

- Any coursework taken at non-accredited academic institutions
- Courses taken at non-academic institutions, such as churches or other agencies
- Massive open online courses (MOOCs) completed
- Conferences, Seminars, or Workshops
- MCUTS Non-Accredited Training Partnership Groups

Independent Study

- Ministry-related topics
- In-depth reading of Bible study tools (commentaries, theological works)
- Learning how to and self-publishing a book
- Skills acquisition through self-directed study (e.g., accounting, playing a musical instrument well enough for public performance, hobbies)

Travel to Historical Sites

- Presidential homes and libraries
- National museums, monuments, or battlefields
- Museums and galleries displaying historically significant artifacts

Other Learning

- Anything not covered in the preceding categories that may qualify for college-level learning

Questions to Aid Students in Doing a CPL Personal Inventory

The following questions should help you collect your thoughts as you prepare to fill out the application:

- What was the experience and when did it occur (dates)?
- What was the setting and the extent of your involvement?
- What were your responsibilities?
- What did you have to know to perform your job?
- Were you evaluated in any way? Did you evaluate yourself in any way?
- What new knowledge did you acquire from this experience?
- How have you applied this knowledge?