



ADMINISTRATIVE RULE

Approved Date: MM/DD/YY
Effective Date: MM/DD/YY
Last Revised: MM/DD/YY

Rule Number/Name:	040.021.000 Credit for Prior Learning – Portfolio
Responsible Department:	Instructional Services
Authority:	Dean of Teaching & Learning Foundations

Overview

Credit for Prior Learning (CPL) – Portfolio is a process by which students can earn credit for active Columbia Gorge Community College (CGCC) course offerings, as described in the current CGCC catalog. Credit is awarded based on demonstration of mastery of subject matter via a prepared Portfolio using the college’s approved Portfolio Template.

Applicability

Faculty, Academic Deans/Directors, Curriculum Office, Registrar, and Instructional Services Staff and Administration

Administrative Rule Statement

Columbia Gorge Community College awards and transcripts college credit for courses within the college’s catalog of course offerings based on an approved, student created Portfolio.

Guidelines:

- The course for which Portfolio credit is being sought is a current/active course in the CGCC catalog. Not all courses may be eligible for Portfolio credit.
- The Portfolio submission is to follow the guidelines established by CGCC and laid out in the Portfolio Template.
- Review of Portfolio submissions is conducted by Portfolio Assessment Committees, a three-member review committee consisting of a minimum of two faculty members who are content experts within the Portfolio discipline. If two faculty within the discipline area are not available, a faculty member from a related discipline in the same department may be substituted. The third member may be a faculty member from another discipline or a subject expert from the community.
- Portfolio submissions will be assessed using the Portfolio Rubric. Successful Portfolio submissions will be graded as “P” (Pass) only.
- In cases of unsuccessful Portfolio submissions, students have the opportunity to

revise and re-submit the Portfolio one additional time. A fee will not be charged for the second submission. Unsuccessful Portfolios will not be entered on the student's transcript.

- Students may appeal the Portfolio Assessment Committee's decision to the subject area department dean/director. If further appeal is desired, the final appeal is made to the vice-president of Instructional Services.
- The awarding of partial course credit for a Portfolio is not an option.
- A per course fee is applied for transcription of course credits awarded via CPL Portfolio.

Submission and approval will follow the prescribed procedures as described in **Operating Procedure 040.021.001** Credit for Prior Learning – Portfolio.

Definitions

- A. *Credit for Prior Learning*: Credit for Prior Learning is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.
- B. *Portfolio Rubric*: Assessment tool used by Portfolio Assessment Committees to evaluate/grade Portfolio submissions.
- C. *Portfolio Template*: Outline and description of components required to be included in a CPL – Portfolio submission.

Interpretation of Administrative Rule

Dean of Teaching & Learning Foundations

Cross Reference to Related Administrative Rules

1. **AR 040.020.000** Credit for Prior Learning - General

Further Information

Dean of Teaching & Learning Foundations

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541-506-6047

Strategic Direction

Strategic Priorities:

- Ensuring equitable access to education
- Advancing equitable student learning and educational outcomes

Appendix

1. BP 4235 Credit for Prior Learning
2. **OP 040.021.001** Credit for Prior Learning – Portfolio
3. CPL Portfolio Assessment Rubric
4. CPL Portfolio Credit Request Form



OPERATING PROCEDURE

Approval Date: MM/DD/YY
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Procedure Number/Name:	040.021.001 Credit for Prior Learning – Portfolio
Associated Rule Number/ Name:	040.021.000 Credit for Prior Learning – Portfolio
Responsible Department:	Instructional Services

Overview

Through the Credit for Prior Learning (CPL) – Portfolio process, students have the opportunity to earn credit for active courses in the Columbia Gorge Community College (CGCC) catalog based on their demonstration of previous experience, knowledge and skill. CPL Portfolios submitted by students are reviewed by a three-person Portfolio Assessment Committee (PAC) made up of faculty and subject area experts from the community. CPL Portfolios are assessed using the Portfolio Rubric, and a grade of “Pass” or “No Pass” is assigned by the PAC.

Areas of Responsibility

Department faculty, deans/directors, Curriculum Office, vice-president of Instructional Services, registrar.

Operating Procedure Details

A. Development of CPL Portfolio:

- a. Students are required to enroll in [CG 160](#) Credit for Prior Learning Portfolio Development, a one credit course which focuses on the principles and methodology of assessing college-learning gained through professional experience, training or independent study. The Portfolio Development course addresses how to identify, articulate, and document personal learning outcomes and relate them to specific college course topics and learning outcomes. It also develops skills in organizing information, writing, analyzing and critical thinking. The creation of a credit for prior learning portfolio is required as the final course product.
- b. The college may waive the CG 160 enrollment requirement at the discretion and approval by the vice president of Instructional Services.
- c. Students who have completed CG 160 and received a “P” within the past three years, may submit additional Portfolios without retaking CG 160 at the time of submission.
- d. Students are to follow the CPL Portfolio Template in the development and

organization of their submission.

B. Submission of CPL Portfolio

- a. Student submits CPL Portfolio with cover page to Curriculum Office (CO) at curriculum@cgcc.edu
- b. Students are allowed to have no more than three (3) CPL Portfolios in process at the same time.
- c. CO sends the student verification of date of receipt of submission and anticipated timeline for review.
- d. CO sends CPL Portfolio and related Course Content and Outcome Guides (CCOGs) to the appropriate department dean/director with a notification to assemble a Portfolio Assessment Committee. Notification includes the date for when the review is required to be completed.

C. Portfolio Assessment Committee (PAC) Review

- a. Dean/director of appropriate department assembles PAC assessors and prepares contracts, as needed, for their participation.
- b. The PAC is to consist of three assessors:
 - i. at least two faculty content experts preferably in the discipline of the Portfolio to be reviewed. If two discipline faculty are not available, a second faculty may be chosen from a related discipline within the same department.
 - ii. the third member may be from outside the discipline or be a content expert from the community.
- c. Dean/director provides PAC with:
 - i. CPL Portfolio to be reviewed
 - ii. Associated CCOG(s)
 - iii. Assessment directions and CPL Portfolio Assessment Rubric
 - iv. Required completion date for review (60-days from CO receipt of CPL Portfolio submission from student)
 - v. CPL Portfolio Cover Sheet
- d. Dean/director notifies CO that PAC has been formed, and provides:
 - i. a list of assessor names and titles/qualifications
 - ii. a PAC point of contact (POC)
- e. PAC meets to review CPL Portfolio submission
- f. Result of PAC assessment is sent to dean/director and CO
 - i. Assessment result is limited to Pass/No Pass (P/NP) only
 - ii. Awarding of partial course credit is not an option

- g. Dean/director notifies student of PAC decision
 - h. If the PAC deems the CPL Portfolio submission to be unsuccessful, the student has the opportunity to revise and resubmit the CPL Portfolio one time. There will be no additional fee for this resubmission. The student should avail themselves of the PAC's comments and rubric notes.
- D. Student Appeal of PAC decision
- a. Students may appeal the PAC decision to the program area dean/director.
 - b. If initial appeal is unsuccessful, one additional appeal may be made to the vice president of Instructional Services. This is the final appeal.
- E. Recording/transcription of results
- a. Dean/director sends completed CPL Portfolio Cover Sheet (with results) to registrar
 - b. A "Pass" result will be entered on the student transcript by the registrar
 - i. CPL credits will be entered on student transcript within 30 days of the registrar's receipt of the CPL Portfolio Cover Sheet
 - ii. Transcript will note that the credits were earned through CPL
 - c. No Pass (NP) results will not be entered onto the student transcript; however, they will be entered in the student's record for tracking purposes.
 - d. A per course fee is applied for transcription of course credits awarded via CPL Portfolio.

Definitions

- A. *Course Content and Outcome Guide*: Curriculum Committee approved course information, including: course number, credits, contact hours, special designations, grading options, available repeats, description, outcomes, assessment and teaching strategies, suggested texts/materials, and content.
- B. *Credit for Prior Learning*: Credit for Prior Learning is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.
- C. *CPL Portfolio Assessment Rubric*: Assessment tool used by Portfolio Assessment Committees to evaluate/grade Portfolio submissions.
- D. *CPL Portfolio Cover Sheet*: Administrative tracking document including: student

name and number, date of submission, course(s) name(s) and credits, PAC assessment results (P/NP), PAC members, dean/director approval, date of submission to registrar.

- E. *CPL Portfolio Template*: Outline and description of components required to be included in a CPL – Portfolio submission.

Further Information

Dean of Teaching & Learning Foundations

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References

- 1.



ADMINISTRATIVE RULE

Approved Date: MM/DD/YY
Effective Date: MM/DD/YY
Last Revised: MM/DD/YY

Rule Number/Name:	040.022.000 Credit for Prior Learning – Challenge Exam
Responsible Department:	Instructional Services
Authority:	Dean of Teaching & Learning Foundations

Overview

Credit for Prior Learning (CPL) – Challenge Exam is a process by which students can earn credit for active Columbia Gorge Community College (CGCC) course offerings, as described in the current CGCC catalog. Credit is awarded based on demonstration of mastery of course subject matter via an instructor prepared exam.

Applicability

Faculty, Academic Deans/Directors, Registrar, Student Services and Instructional Services Staff and Administration

Administrative Rule Statement

Columbia Gorge Community College may award and transcript college credit for CGCC courses based on a student's successful demonstration of mastery of course subject matter via a Challenge Exam.

- Only active courses listed in CGCC's college catalog of record for that term may be challenged. Not all courses in the CGCC college catalog are eligible to be challenged by exam.
- Academic departments will prepare an inventory of exams that may be taken by students wanting to challenge specified courses for credit. Instructional Services will maintain the inventory and post it to the college website.
- Challenge Exams are prepared and evaluated by faculty who teach within the applicable discipline.
- Students must be currently registered in credit courses or have previously completed credit courses at CGCC in order to challenge a course.
- Students must have an established CGCC transcript before the challenge credits will be recorded.
- All challenge courses will appear on a transcript notated as earned through CPL.

- Students may take the challenge exam for a specific course only once.
- Challenge Exams will be reviewed and potentially revised at a minimum every three years, or at any time there is a revision to the associated course.

Definitions

A. *Credit for Prior Learning:* Credit for Prior Learning is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.

Interpretation of Administrative Rule

Dean of Teaching & Learning Foundations

Cross Reference to Related Administrative Rules

1. **AR 040.020.000** Credit for Prior Learning – General

Further Information

Dean of Teaching & Learning Foundations

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Strategic Direction

Strategic Priorities:

- Ensuring equitable access to education
- Advancing equitable student learning and educational outcomes

Appendix

1. **OP 040.022.001** Credit for Prior Learning – Challenge Exam
2. BP 4235 Credit for Prior Learning



ADMINISTRATIVE RULE

Approved Date: MM/DD/YY
Effective Date: MM/DD/YY
Last Revised: MM/DD/YY

Rule Number/Name:	040.023.000 Credit for Prior Learning – Acceptance of Licensure/Certification for Credit
Responsible Department:	Instructional Services
Authority:	Dean of Teaching & Learning Foundations

Overview

Oversight for accepting specific licensures/certifications as Credit for Prior Learning (CPL) for identified CGCC courses exists with the college’s Curriculum Committee. Submissions requesting recognition/approval of licensure/certification CPL are normally initiated at the department level, by faculty. They may also originate out of a need identified by the administration and/or community partners, both public and private.

Applicability

Faculty, Academic Departments, Curriculum Office, Curriculum Committee, Instructional Services Staff and Administration, and Registrar

Administrative Rule Statement

Columbia Gorge Community College recognizes official licensures/certifications that have been brought before and preapproved by the college’s Curriculum Committee as fulfilling specified course credits within the college’s course offerings.

Guiding principles for approval, include:

- Licensure/certification must be granted by an official agency/institution.
- Licensure/certification requirements must align with a minimum of 80% of the course’s student learning outcomes.
- Partial course credit may not be awarded through CPL earned by licensure/certification.
- Multiple licensures/certifications may be combined to fulfill the outcomes of a single course, allowing CPL to be awarded if all licensures/certifications are evidenced by the submitting student.
- Status of licensure/certification must be active at time of articulation. Expired licensures/certifications will not be accepted as proof of required knowledge/skill and will not be used for fulfilling articulation to aligned coursework.

Submission and approval will follow the prescribed procedures as described in Operating Procedure 040.023.001 Credit for Prior Learning – Licensure/Certification.

Definitions

- A. Credit for Prior Learning: Credit for Prior Learning is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.
- B. Curriculum: All courses offered and their content; a prescribed set of courses leading to a specific outcome, which may include the completion of a degree, certificate, or program.

Interpretation of Administrative Rule

Dean of Teaching & Learning Foundations

Cross Reference to Related Administrative Rules

1. **AR 040.020.000** Credit for Prior Learning – General
2. **AR 040.021.000** Credit for Prior Learning – Portfolio
3. **AR 040.022.000** Credit for Prior Learning – Challenge Exams

Further Information

Dean of Teaching & Learning Foundations

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Strategic Direction

Strategic Priorities:

- Ensuring equitable access to education
- Advancing equitable student learning and educational outcomes

Appendix

1. [CGCC Curriculum Committee Charter](#)
2. BP 4235 Credit for Prior Learning
3. **OP 040.023.001** Credit for Prior Learning – Licensure/Certification



OPERATING PROCEDURE

Approval Date: MM/DD/YY

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Procedure Number/Name:	040.023.001 Credit for Prior Learning – Acceptance of Licensure/Certification for Credit
Associated Rule Number/Name:	040.023.000 Credit for Prior Learning – Acceptance of Licensure/Certification for Credit
Responsible Department:	Instructional Services

Overview

Credit for Prior Learning (CPL) Recognition of Licensure/Certification requests are submitted, in accordance with established procedures and deadlines, to the Curriculum Office for placement on the next available Curriculum Committee agenda. Committee decisions are forwarded to the vice president of Instructional Services (VPIS) for approval.

Areas of Responsibility

The individual(s) proposing the CPL Acceptance of Licensure/Certification, the Curriculum Committee, and the VPIS are responsible for following the established procedures. The Curriculum Office provides technical, content, and routing assistance.

Operating Procedure Details

The Curriculum Committee process for considering a proposal will be as follows:

- A. CPL Acceptance of Licensure/Certification Requests are submitted to the Curriculum Office using approved submission forms available on the Curriculum Office resources webpage under [Curriculum Forms](#).
- B. The Curriculum Office will place submissions on the next available Curriculum Committee agenda and post to the Curriculum Office website prior to each Curriculum Committee meeting.
- C. Representative(s) for each request are required to attend the committee meeting in order to represent their department and respond to Committee questions. Unrepresented submissions will be postponed to a later meeting.
- D. The Committee will vote to approve or not approve each request/submission. Approval requires a positive vote of 50% + one with a quorum present.
 - a. Approved submissions will be routed to the VPIS.
 - b. Submissions not approved may be:
 - i. Postponed for further development, resubmission, and review;
 - ii. Withdrawn; or
 - iii. Directed to the VPIS for arbitration. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address

and resolve the issue.

Post Curriculum Committee Approval Process

- A. Acceptance of CPL for Licensure/Certification requires endorsement by the VPIS.
 - a. VPIS questions that cannot be satisfactorily answered by the Curriculum Office or the submitting department will be brought to the Curriculum Committee for further clarification and discussion.
 - b. The VPIS will not override a committee decision. Concerns/differences will be discussed by the VPIS and the committee in order to find a common understanding and decision. If no resolution can be made, an ad hoc committee will be appointed by the Curriculum Committee chair and the VPIS to address and resolve the issue.
- B. Following Curriculum Committee approval, the Curriculum Office will notify the following individuals of said approval: registrar, submitting department chair, submitting department dean or director, director of advising, vice president of Instructional Services, and vice president of Student Services.
- C. Approved CPL for Licensure/Certification will be posted to the appropriate webpages and noted in the catalog.

Definitions

- A. *Credit for Prior Learning*: Credit for Prior Learning is a program that allows students to demonstrate their mastery of subject matter through various means such as exams, portfolios, and other assessments. This means that students can earn college credit for prior learning experiences, including (but not limited to) work experience, military training, volunteer work, and independent study.
- B. *Curriculum*: All courses offered and their content; a prescribed set of courses leading to a specific outcome, which may include the completion of a degree, certificate, or program.
- C. *Quorum*: 50% + one of active voting committee members represent a quorum.
- D. *Active committee member*: Faculty elected to serve by their department, not on leave or temporarily excused because of conflicting class schedule; professional management representatives (instructional director/dean) not on leave or temporarily excused because of conflicting assignment.

Further Information

Director of Curriculum & Academic Assessment
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References

1. [CGCC Curriculum Committee Charter](#)