

CREDIT FOR PRIOR LEARNING

Dear Student:

This program offers adults the opportunity to earn college credit for knowledge and skills acquired on the job, through non-collegiate courses taken elsewhere, or through other life experiences. This information Bulletin will give your more detailed information.

We look forward to working with you, and thank you for your interest in the City Colleges of Chicago

Sincerely,

A handwritten signature in black ink, appearing to read "Cynthia D. Armster", with a stylized flourish at the end.

**Cynthia D. Armster, Associate Vice Chancellor
Student Affairs**

CDA:gb

INFORMATION BULLETIN CREDIT FOR PRIOR LEARNING (Portfolio)

The Credit for Prior Learning Program is designed to award you credit for what you already know. In this program, you will be asked to list your experiences and document them with letters or other means of verification. But most importantly, you will be asked to identify what it is you know and can do as a result of these experiences. This information is assembled into a portfolio through which you make your presentation to college officials. The program is coordinated through Academic Support/Student Services at the District Office. Credit evaluations are made by faculty with expertise in the subject areas being assessed.

What is it that you know

Students often do not realize how much they actually know. Your work or professional life, your community interests, your interests, your hobbies and travels, your family interests, your personal reading or courses you may have taken at a non-collegiate institution all may have potential for college credit. On the other hand, you may have acquired learning which does not meet the criteria of being college level knowledge. It is required, therefore, that you briefly discuss your learning experiences with an advisor in this office before entering this program.

Requirements and procedures

1. You must be enrolled or intend to enroll by next semester, at City Colleges of Chicago (CCC) to request an assessment of your prior learning.
2. Credits awarded must be course-equivalent and applicable to your program. It is advisable to obtain a catalog from the City Colleges of Chicago campus you wish to attend in order for you to familiarize yourself with the college and its general requirements and degree programs.
3. Make an appointment with the Advisor by calling (312) 553-3363. Be prepared to discuss the learning experiences for which you wish to request credit. The purpose of this meeting will be to advise you whether your experiences do, in fact, warrant assessment. It is beneficial to bring with you transcripts from other schools you attended, including a transcript of courses you may have completed at CCC. The Advisor is also available at this time to help you identify your educational goal and choose a degree program if you have not already done so.

4. If it is determined that your learning experiences are college credit eligible, an Advisor will give you an application for the program. Complete the application and return with the required fees to:

City Colleges of Chicago
Student Affairs/Office of Student Development
226 W. Jackson Blvd. – 9th Floor
Chicago, Illinois 60606
(312) 553-3363

5. Upon receipt of your application, you will receive the “Student Guide to Portfolio Development.” After reading it through, start assembling your portfolio. Additional help is always available by making an appointment with the Advisor (312)553-3363.
6. There is a \$75.00 initial application fee non-refundable, plus 50% of the current tuition rate at CCC for each credit hour requested through portfolio evaluation.
7. Assessment by portfolio cannot be initiated or submitted for credit the same semester or term you intend to graduate.
8. Credit by Portfolio cannot be requested of courses taken previously for which a passing grade was not received.
9. Submitting a portfolio does not guarantee that credits will be awarded. If warranted, one review evaluation may be granted. In this procedure, another member will be assigned to review the portfolio. A consensus of opinion must be reached by the first and second reviewers.
10. Every receiving institution has its own policy regarding the acceptance of transfer credits. It is the student’s responsibility to determine whether credit by assessment or credit by examination is accepted at another school if he or she intends to transfer at a later date.

There are other methods available for earning Credit for Prior Learning. You may wish to explore these before applying for a portfolio assessment, or you may wish to participate in the Credit by Examination Program in addition to the portfolio assessment.

TO THE STUDENT: PLEASE READ

In order to qualify for the Credit by Assessment Program offered by the City Colleges of Chicago, you must be a City Colleges of Chicago student.

- (1) Complete all items of the application from on the reverse side. **BE SURE TO INDICATE YOUR SOCIAL SECURITY NUMBER.** If all information is not completed, the application will be returned to you for completion.
- (2) Enclose **MONEY ORDER** only, payable to City Colleges of Chicago for all fees required. **Personal checks are not accepted.**
- (3) An individual who is not yet enrolled but plans to become a City Colleges of Chicago student next semester may participate in this program. Credit by assessment cannot be forwarded to another school until it appears on your record.
- (4) Acceptance into the program does not guarantee that credit will be awarded.
- (5) Mail completed application form and fees to:

CITY COLLEGES OF CHICAGO
OFFICE OF STUDENT DEVELOPMENT
226 WEST JACKSON BLVD. 9TH FLOOR
CHICAGO, ILLINOIS 60606

- This application will not be accepted without the signature of the program Advisor.
- You may not initiate or submit a completed portfolio the same semester you intend to graduate.
- Credit by Portfolio cannot be requested for course taken elsewhere for which a passing grade was not received.
- Every receiving school has its own policy regarding acceptance of transfer credits. It is the Student's responsibility to determine which credits may be accepted if he or she wishes to transfer to another institution at a later date.

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