



Credit for Prior Learning (CPL)

Internal Assessment

Revised 2/2023

Students may request to have prior learning evaluated through portfolio review, test out, waiver exams, skills demonstrations, oral interview, written research papers, project evaluation or a hybrid of multiple assessment types by Fond du Lac Tribal and Community College faculty. Students must be enrolled at FDLTCC to be eligible and are unable to receive this assessment if they have previously taken the course or are currently registered for it. Students are not eligible for financial aid for credits obtained through this process.

Students will meet with the instructor of the course to discuss feasibility of completing the requirements of the assessment. If the instructor agrees to the assessment, the student will complete the Credit for Prior Learning form and pay the Business Office the CPL assessment fee of \$100.00 per credit. The assessment fee is non-refundable and does not guarantee awarded credit. The student will bring the form along with the paid receipt to the instructor who will then perform the assessment and issue a grade of Pass (P) or No Credit (NC). The instructor then submits the form to the Registrar for course set up, registration and grading. The instructor will keep a separate record specifying how course outcomes were met by the assessment.

Student Information

Last Name _____ First Name _____ Student/Star ID _____

Email _____ Phone Number _____

Student Signature _____ Date _____

Course Information (*Completed by Instructor*)

Course (ex. ENGL1101) _____ Course Title _____

Credits _____ Assessment Instructor _____

Assessment Used: Portfolio Review _____ Test Out _____ Waiver Exams _____ Skills Demonstration _____

Oral Interview _____ Written Research Paper _____ Project Evaluation _____ Hybrid (multiple assessments) _____

Instructor Signature _____ Date _____

Vice President of Academic Affairs or Dean Approval

Signature _____ Date _____

Assessment Fee (*Completed by Business Office*) Attach Receipt

Number of Credits _____ Amount Paid _____ Initials _____ Date _____

Assessment Outcome (*Completed by Instructor*)

Assessment Results Pass _____ No Credit _____ Date _____

Record Creation (*Completed by Registrar*)

Semester _____ Course ID _____ Student Registered _____ Grade Entered _____

Registrar Signature _____ Date _____

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