



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EGAA-5 Credit for Learning by Experience Option (CLEO)

APPROVED: November 29, 2021 **REVISED:**
Year of last review: 2021
AUTHORIZING BOARD POLICY: EGAA

Classification: Administrative

Responsible Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Curriculum and Instructional Development Office

OBJECTIVE: To establish the procedure for awarding college credit through the Credit for Learning by Experience Option (CLEO).

DEFINITION: Credit for Learning by Experience Option (CLEO) is a process that awards college credit to students who follow a step-by-step process to develop a Prior Learning Assessment portfolio based on their professional knowledge and experience. Portfolios are evaluated and approved by faculty members that are credentialed, subject matter experts, in their field.

PROCEDURE:

I. Process

El Paso Community College has a process for students to receive college credit for prior learning experiences through a defined assessment process.

- A. Earning credit through CLEO is available to students who have five years or more of relevant work and professional experience that can be applied to the designated disciplines.
- B. Students interested in obtaining credit for learning by experience must first contact the Curriculum and Instructional Development Office to find out if they qualify for CLEO. If the student meets the criteria, students must submit the Student Petition form to the Curriculum and Instructional Development Office and pay the CLEO fee.
- C. Upon receipt of the Student Petition form and payment of the CLEO fee, the student is contacted by the CLEO Coordinator. The CLEO coordinator provides the student with the CLEO handbook. The CLEO handbook explains the organization and expectations of the portfolio. The CLEO coordinator checks in with the student, developing the portfolio and assists the student by answering questions along the way so that the student can complete the Prior Learning Assessment portfolio for credit.
- D. The CLEO coordinator works with the Designated Dean from the appropriate discipline to identify the faculty member responsible for evaluating the student portfolio(s).
- E. Once the credentialed faculty member is identified, the CLEO coordinator informs the designated faculty member of the completed portfolio for their review and evaluation.
- F. The number of credits to be granted will not exceed 75% of the credits needed for the award.

II. Timeline

Students interested in CLEO must contact the Curriculum and Instructional Development Office prior to the first day of the fall or spring semester to submit the needed paperwork for CLEO consideration. Students must complete all program and portfolio requirements by the end of the fall or spring semester. CLEO is offered in the fall and spring semesters, and students have 16 weeks to complete the portfolio to receive credit for their prior learning. Students must pay the CLEO fee prior to beginning their portfolio.

III. Portfolio Evaluation

- A. The CLEO coordinator is certified by the Council for Adult and Experiential Learning (CAEL). The faculty member assigned to evaluate the student's portfolio is the subject matter expert. The faculty member will assess and recognize prior learning and will make the determination of credit. Credit may be granted only upon the recommendation of EPCC faculty who are appropriately qualified and with approval of the discipline granting credit.
- B. Upon successful completion of the portfolio, the Curriculum and Instructional Development Office will submit a memo to the Admissions and Registrar Office to initiate award of credit. A designation of "CR" will be entered on the college credit transcript and the designation will not be issued in overall GPA calculations.
- C. Students interested in transferring to a four-year institution should check with the receiving institution regarding the applicability of CLEO credit for their program of study. This step should be completed before students enroll in CLEO.