Appendix F: Supporting Materials
Supporting Materials

A link has been provided earlier in this document to the CDHE website which provides the applicable policies CMC invokes for traditional assignment of credit. In addition, the College offers several ways of awarding credit the found in Appendix F.

A copy of the 2013-14 Colorado Mountain College catalog is provided as well for course descriptions and applicable credit hour assignments.

Links to the Fall 2013 Course Schedules college-wide are as follows:

Aspen Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/AspenFA13/HTML/index.html

Breckenridge/Dillon Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/BreckDillonFA13/HTML/index.html

Edwards Fall 2013


Leadville Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/LeadvilleFA13/HTML/index.html

Online Learning Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/LeadvilleFA13/HTML/index.html

Roaring Fork Campuses Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/RFCCreditFA13/HTML/index.html (credit)

http://coloradomountaincollege.com/class-schedules-fa13/RFCFA13/HTML/index.html (non-credit)

Rifle Fall 2013

http://coloradomountaincollege.com/class-schedules-fa13/RifleFA13/HTML/index.html

Steamboat Springs 2013

http://coloradomountaincollege.com/class-schedules-fa13/SteamboatFA13/HTML/index.html

The Spring 2013 Course Schedules college-wide are here: Link to SP13 Bulletins
CREDIT FOR PRIOR LEARNING

21. ABSTRACT

By policy CMC makes available to students several forms of evaluation for credit for prior learning that has not formally transferred or articulated from high schools, other institutions of higher education, or the military. Processes for transfer or articulation are described in the registration manual available from the Registrar’s office. Credit for prior learning includes standardized tests, institutional (challenge) exams, and assessment by portfolio. How these are evaluated is contained in two documents that follow. These are the institution’s Procedure for Implementation of Credit for Prior Learning and the Student Handbook called a Guide to Credit for Prior Learning.

21. A. PROCEDURES FOR IMPLEMENTATION OF “CREDIT FOR PRIOR LEARNING” AT COLORADO MOUNTAIN COLLEGE

INTRODUCTION

At Colorado Mountain College, credit for prior learning, often referred to as non-college or experienced-based learning, is credit for learning that has been attained outside the sponsorship of accredited postsecondary education institutions. The term “credit for prior learning” applies to learning acquired from work and life experiences, individual study and reading; civic, community, and volunteer work; and participation in formal courses and in-service training sponsored by associations, business, government, and industry. It is understood that Colorado Mountain College does not award credit for EXPERIENCE, but for college-level LEARNING that entails knowledge, skills, and competencies that students have obtained as a result of their prior learning experiences.

A student at Colorado Mountain College may receive credit for prior learning only if the learning is evaluated through formal procedures, meets the standards of specific courses at the college, and relates to the educational program in which the student is enrolled.

I. Standards

A. Academic credit will be awarded only for those courses directly applicable to curriculum requirements at Colorado Mountain College. Such academic credit is to be stated in semester hours.

B. Credit awarded for prior learning may be applied toward the courses included in the Colorado Mountain College curriculum of general education in order to accrue to a student’s degree or certificate.

C. No student will be awarded credit hours for prior learning in excess of 50 percent of the requirements for a certificate or degree program.

D. Credit for prior learning awarded through portfolio may not exceed 25 percent of the degree/certificate requirements.
E. Credit awarded for prior learning through this policy may not be used to meet residency credit requirements for certificate or degree programs at Colorado Mountain College.

F. All credits awarded for prior learning must be evaluated and meet “C” level standards or higher for recognition under this policy. Award of credit will be as follows:

<table>
<thead>
<tr>
<th>Standardized test</th>
<th>Credit (P)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional examination (challenge)</td>
<td>Credit (grade)</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Credit (P)</td>
</tr>
</tbody>
</table>

Credit will be noted as awarded by alternative means on the transcript.

G. The order listed in F. above is the standard priority order for credit by prior learning. Advisors will explore with the VPAA whether standardized tests are appropriate before challenge is explored, and so on.

H. A handbook designed to inform students of the options available for seeking recognition of prior learning and to assist students in applying for such credit follows. The handbook shall be reviewed and updated as needed. The handbook shall include all relevant information contained in the policy and procedural documents on Credit for Prior Learning.

II. Evaluation Methods and Procedures

A. Standardized Testing: National standardized placement tests [e.g., College Level Examination Program (CLEP) both general and subject examinations, college entrance examination boards, Advanced Placement Program (AP), DSST, formerly DANTES (Defense Activity for Nontraditional Education Support Program), Excelsior, or IB scores will be used to assess levels of knowledge, skills, and competencies of students.

i. CLEP In recognizing scores of students from CLEP examinations, the following standards shall apply:

1. **CLEP General Examinations.** The general examinations cover the broad lower division general education areas.
   a. Credit for each test in the battery shall be granted for specific courses at the college and said courses and credits shall be identified on the transcript.
   b. Colorado Mountain College awards credit on CLEP general exams on the basis of scores published in the Student Handbook.

2. **CLEP Subject Examinations.** Credit may be granted for any test in the series that parallels an existing course for which the college awards credit; the amount of credit should reflect the amount the college normally grants for that course. The courses and required minimum scores are published in the Student Handbook.
ii. **Advanced Placement.** Acceptable minimum standards of achievement will be set by the college in accordance with national norms. These scores will be published in the Student Handbook.

iii. **In all other areas of standardized testing** such as the AP, Excelsior, DSST subject areas, and other recognized standardized tests, acceptable minimum levels of achievement are to be set by the college in accordance with national norms. These scores will be published in the Student Handbook.

**B. Institutional Examinations (Challenge).** Institutionally approved examinations (objective, essay, oral, hands-on simulated demonstration, etc.) can be used to evaluate the competency of students in most courses listed in the college catalog. Institutional examinations are the equivalent of the comprehensive examination for the courses challenged and are available at the option of and with the approval of the Vice President of Academic Affairs (VPAA). These tests may only be taken by a student once a semester per class.

**C. Portfolio Assessment.** Credit for portfolio learning that has been acquired through work and life experience is to be evaluated and substantiated through a formal portfolio assessment program that entails the following:

i. **Development of Portfolio.** Upon request from a student, after testing and challenge options have been exhausted, Colorado Mountain College will provide a course designed to assist students in identifying, describing, and documenting skills and knowledge gained through prior learning experience. If a course is not offered, a student services counselor will provide guidance in the portfolio process. Students, when developing their portfolios, are to address each of the evaluative criteria delineated below:

   1. The learning must have both a theoretical and an applied component.
   2. The learning must be at college level.
   3. The learning must be currently applicable.
   4. The learning must be equated to a specific course or courses in the college’s curriculum applicable to the student’s certificate or degree requirements.
   5. The learning must be demonstrable.

ii. **Evaluation of Portfolio.** Evaluation of the portfolio will be conducted by subject matter expert(s). The evaluators are to utilize the criteria delineated in the standards above when assessing the credit for prior learning portfolio.

**D. Industrial and Corporate Training Programs.** The recommendations from the American Council of Education’s (ACE) Program on Non-collegiate Sponsored Instruction (PONSI), as published in *The National
Guide to Educational Credit for Training Programs, can be used to evaluate industrial and corporate training programs.

E. **Records and Transcripts.** Official cumulative permanent records must be established and maintained for all students who have been awarded credit for the above prior learning experiences. Official transcripts shall designate all credit awarded through the prior learning process, and such credit shall be identified by specific course and credit. All documentation used as a basis for credit awarded is to be maintained by the college registrar’s office for imaging. The student must have earned at least one credit by regular means before transcript notation of credit for prior learning is made.

F. **Age of Records.** Any prior learning that has occurred more than 10 years ago must be reviewed by the VPAA before it is accepted.

G. **Processing and Evaluation Cost:**
   
i. **Credit by Institutional Examination (Challenge) and Portfolio.** For in-district students the examination evaluation fee will be 50 percent of the standard rate classification per credit hour applied for. The evaluation fee for in-state and out-of-state students will be 50 percent of the standard rate for in-state residency classification. The fee must be paid prior to administration of the evaluation. The fee is non-refundable and non-assignable.

   ii. **Standardized Tests.** No fees will be charged by the college for credit awarded using published guides or standardized tests. However, the student will incur the cost associated with administering a national standardized test such as CLEP, DSST, Excelsior, etc.

III. DEFINITIONS APPLICABLE TO CREDIT FOR PRIOR LEARNING

**Awarded Credit:** Credit received for college-level learning gained from non-collegiate experiences (e.g., work and life experiences, correspondence and extension course, individual study and reading; civic, community, and volunteer work; and participation in formal courses and in-service training sponsored by associations, business, government, and industry).

**Earned Credit:** Credit received from the completion of college courses taken while the student is officially registered and enrolled at a college or university.

**Institutional Examination (Challenge):** The process by which institutionally approved examinations (objective, essay, oral, hands-on, simulated demonstration, etc.) are used to evaluate the competency of students in specific courses listed in the respective college catalog. Institutional examinations are the equivalent of the comprehensive final examination for the course challenged and are available at the option of and with the
approval of the SVPAA.

**Portfolio:** A document which is prepared by the student and which contains rationale, information, and material that demonstrates that the student has acquired knowledge and skills equivalent to that of a student completing college classroom course work for the same identified course(s).

**Prior Learning:** Non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary education institutions.

**Published Guides:** A document developed by a nationally recognized organization in which non-college learning has been equated to course work. (Examples: *The Guide for Evaluation of Educational Experiences in the Armed Services, The National Guide to Educational Credit for Training Programs*)

**Residency Credit:** Credit that must be earned via resident instruction at CMC. Please see catalog for further explanations.

**Standardized Test:** National examinations which generally reflect college course work in specific subjects and which are administered several times a year at test centers located on college or university campuses. (Examples: CLEP, Excelsior, DSST, AP)
GUIDE TO CREDIT FOR PRIOR LEARNING
COLORADO MOUNTAIN COLLEGE

NARRATIVE OVERVIEW

I. INTRODUCTION

Everyone has had life or work experiences that have been legitimate “real learning experiences” resulting in personal growth, if not academic credit. This learning, acquired outside of the college classroom, may result from such activities as work experiences, volunteer work, community service, travel, military experience, work-related in-service training (conferences, seminars), reading books and journals, and classes taken at non-college levels.

Colorado Mountain College (CMC) provides such life-enlightened learners several ways to have these experiences evaluated for college credit. These include:

- Standardized Tests
- Institutional Examination
- Portfolio

Each of these has different requirements. This guide will outline how credit is awarded by CMC for each of these methods. If you wish to apply for credit for prior learning you must have a declared major at CMC and be registered in a CMC credit course at the time you initiate your Preliminary Application (Appendix G).

II. METHODS OR APPROACHES

CMC expects students to explore with advisors what type of method for seeking award of credit is appropriate. The college prefers that standardized examinations be used to demonstrate what you have learned. If this is not possible or appropriate, then challenge exams may be used. Portfolio may be considered if, in the VPAA’s judgment, a challenge exam cannot be administered.

III. STANDARDIZED TEST

There are several standardized tests that measure learning as it relates to specific classes.

Four general types of tests are currently considered by the College. These are:

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- DSST
- Excelsior
International Baccalaureate (IB)
CMC considers only those exams where a CMC course equivalent exists.

The College currently accepts only the above tests. The awards of credit are made for achievement of specific scores will try to follow state guidance as found athttp://www.cccs.edu/docs/edservices/credit-for-prior-learning-handbook.pdf Scores are located under “Student Resources” and then under “Credit for Prior Learning.” Award of Credit
To have credit awarded for standardized tests, a student must have the official results of the test sent to the Registrar. The Registrar will notify the student and counselor of the award of credit and will record the final award of credit on the student’s transcript.

IV. INSTITUTIONAL (CHALLENGE) EXAMINATIONS

It is possible for a student to challenge classes offered by the College. Usually the College will have an instructor who teaches the course conduct the examination. The examination is the equivalent of the comprehensive final examination for the course. To have credit awarded a student must earn the equivalent of at least a “C” on this exam.

If you believe you can challenge a class, please contact your counselor. The counselor will contact the VPAA and they will consult to determine if and how the exam can be conducted. At times, it may be impossible for the College to conduct a challenge exam equivalent to a comprehensive final. If this happens, the VPAA has the right to deny the student’s request. Further, you may challenge a course only once a term.

Upon completion of the exam, the instructor’s evaluation of the student’s performance is sent to the VPAA. The VPAA will consider this request and make a final determination about award of credit. This evaluation will be forwarded along with documentation for imaging to the Registrar, the counselor, and the student. The Registrar will notify the student that credit has been awarded and the conditions, if any, that will be necessary in order for the credit to be posted to the transcript. A checklist of steps you must take before credits are awarded is attached as Appendix H.

V. CREDITS ACCEPTED TOWARD A DEGREE

It is expected that students who wish to earn credit by alternative means will be working toward a degree or certificate. There are several limitations about how this credit can be applied. These are:

- No student can apply awarded credit hours for prior learning in excess of 50 percent of the requirements for a degree or certificate;
- Credit for prior learning awarded through portfolio may not exceed 25 percent of the requirements in your degree program. This 25 percent is a part of the 50 percent that may be applied to the degree or certificate;
- Any prior learning confirmed by portfolio which has occurred more than 10 years ago must be reviewed by the VPAA, standardized tests and published guides over 10 years old will be reviewed by the Registrar; and
- Credit can only be given for courses which are currently part of the College’s degree requirements.

VI. GT CURRICULUM

Credit for prior learning may be applied to any Colorado Mountain College degree or certificate. However, the credits may not be used to complete general education credits. Consult with your advisor about any credits gained by assessment of prior learning and how these transfer.

Your College Transcript

Courses where credit is awarded by assessment of prior learning have special treatment on the transcript. They will appear as follows:

2008-2009 Credit for Life Experience (Portfolio)
2008-2009 Challenge and National Exams (Standard & Challenge Exams)
The exams are posted under the “semester” with the appropriate course code/grade.

VII. PORTFOLIO

Portfolios are a means by which students may demonstrate they possess the skills required for award of credit in a class using life experience. The process for demonstrating this will require that a student document, via publicly verifiable means, what competencies have been attained. It is most appropriate in areas such as studio art, where a student’s work can be evaluated by an instructor, or fire science where a highly developed non-collegiate training system exists.

These competencies will be delineated through the development of a portfolio-- a formal written communication that identifies and documents learning and requests college credit for such learning.

A. Rationale and Criteria. There are many adults who have thought that some of their non-college learning experiences (prior experiential learning) are equivalent to what is taught in college and that they should receive college credit for those experiences (which can be applied toward a college degree). Colorado Mountain College recognizes that many of these prior experiential learning are worthy of college credit. Portfolio development is designed for those individuals who have prior learning that cannot be measured by testing such as the CLEP exam or other competency exams. However, credits will not be awarded simply for one’s years of experience. Rather, one will be required to document and/or demonstrate what important knowledge, skills or competencies one has attained as a result of these experiences one has had. In order to be awarded college credit, one’s learning must meet certain criteria as
outlined below:

1. The learning will be publicly verifiable. One will be able to demonstrate to an expert in the field that one possesses the learning that one has claimed, and such an expert will be able to objectively measure and evaluate the learning that has occurred.

2. The learning will be equivalent to college-level work in terms of quality. It is required that your prior learning be equivalent to an approved Colorado Mountain College course. A listing of these courses is available at each campus or at each community education center.

3. The learning must have a subject matter or knowledge base. One does not expect to receive college credit simply for application of a specific manual skill or a narrowly prescribed routine or procedure. One must understand why one is able to do what one does, as well as be able to demonstrate one's competence in the area for which one is proposing credits.

4. The learning must have a general applicability outside of the specific situation in which it was acquired. For example, credit will not be awarded for knowing the specific procedures for processing personnel applications that apply to only one company. One must be able to generalize one’s learning to many situations.

B. Portfolio Process. Any individual desiring Colorado Mountain College credit may use the portfolio development procedure if judged qualified. Actual participation is conditional upon meeting with a College Counselor.

At this point you will need to discuss in general terms what you have in mind to propose for credit. You will have to demonstrate to that counselor that your prior experiential learning generally satisfies the fourfold criteria as outlined previously. It is possible that your portfolio will contain more than just written material; i.e. a demonstrated ability to speak a foreign language, perform a physical activity, or the mastery of a college-level studio art as demonstrated by submission of completed pieces.

If this proves to be your particular situation, your College Counselor will arrange for you to move to the evaluation process.

Upon the approval by your College Counselor, you will begin to prepare your portfolio. Your College Counselor will assist you in all phases of your portfolio development. The faculty member will provide general assistance with the developing of the portfolio to ensure expected academic standards and, when the portfolio is completed, convene appropriate faculty “expert(s)” to do the assessment.
The courses for which you are requesting credit must be substantiated through your portfolio. You will need to prepare a separate portfolio for each course for which you are seeking credit, unless the courses are in the same academic area (all courses in Psychology). When complete, your portfolio will contain the following items:

1. Title Page
   a. Your name, address, phone number and date

2. Introduction Page(s)
   a. Degree or certificate being sought at CMC, a statement of your portfolio objective, a list of Colorado Mountain College catalog course(s) for which you are seeking credit, as well as a brief statement of your corresponding competencies.

3. Autobiography

4. Narrative Description
   a. Detailed description of your learning experiences.

5. Documentation
   a. A complete listing of the evidence (materials produced, letters from supervisors, or other participants, etc.) that shows you have actually done what you claim to have done.

Please present two copies of the completed portfolio to your Counselor. The completed portfolio will be transmitted to the Assistant VP Academic Affairs, Arts and Sciences or the Assistant VP Academic Affairs, Career and Technical Education. The Assistant VPAA, in consultation with your College Counselor, will pick a faculty member(s) to evaluate your proposal. This faculty member(s) in the area of consideration will evaluate your completed portfolio. Your portfolio must demonstrate proof of your learning that would be attained by successful completion of the equivalent Colorado Mountain College course. Remember, Colorado Mountain College acknowledges credit for college level learning, not just life experiences. In preparing your portfolio, make certain you have described your learning in addition to your experiences. Letters of reference or other documentation of your skill level will be required. You should work closely with your College Counselor in developing your portfolio and you should be available for a personal interview.

Your portfolio will be evaluated by the faculty member in the subject area and his/her recommendations for acceptance of your portfolio will be forwarded to the VPAA. The VPAA will make a final decision regarding award of credit and will notify you, your Counselor and the Registrar. Since a portfolio evaluation is based on expert opinion of the assessors, there is generally no appeal. However, if you feel that a major injustice has occurred in your assessment, consult with the VPAA.
At the time you submit your Preliminary Application (Appendix G) you will need to make payment for the credits attempted. The Registrar will record the appropriate credit on your transcript. (This credit will not be recorded until at least one credit earned by regular means has been completed by the student at Colorado Mountain College.)

The following non-refundable fees are assessed before a student attempts to challenge a course or turns in a portfolio:

- Standardized Test - fee for test administration
- Published Guides - no fee
- Challenge Exam and Portfolio Credits Attempted:
  - In-district - 50% of current tuition
  - In state/out-of-state - 50% of current tuition for in-state residency

**Experiential Learning Using the Portfolio**

**Step I. Self-Assessment--Sheets are attached to help a student make this assessment.**

**Completed:**

A. Draft an autobiography that lists your significant life experiences since high school. (Appendix A)  
B. Identify your current educational, career, and personal goals. (Appendix B)
C. Select those significant life experiences that relate to your current goals and identify the learning you have gained from those experiences. (Appendices C, D, E and F)  
D. Review the Colorado Mountain College catalog to identify courses that you might relate to your prior learning.

**Step II. Seek Preliminary Advising**

A. Make an appointment with a college counselor.  
B. With the counselor, review your autobiography and your goals.
C. Explore possible relationships to Colorado Mountain College courses. (Appendix G)
D. Explore available method of assessment that include:
1. Standardized tests  
2. Colorado Mountain College challenge exams  
3. Portfolio demonstration of learning outcomes.

Step III. Make Final Arrangements

A. apply for admission with declared major.  __________
B. Register for at least one credit.  __________
C. Submit preliminary application with appropriate fee.  __________
D. CMC VPAA approves application.  __________

Step IV. Pursue the Method of Assessment you have selected

A. Declare  __________
B. Take standardized or Colorado Mountain College challenge examinations, or  __________
C. Develop a portfolio of learning outcomes and arrange to have the portfolio assessed.  __________

Step V. Receive the results of your assessment and the credit awarded  __________

APPENDIX A

LIST OF SIGNIFICANT LEARNING EXPERIENCES

To ensure that you are seeking credit for appropriate learning experiences and to preclude omitting valuable life experiences, write a special kind of autobiography, a list of your significant life experiences since you left high school.

As you list your learning experiences, include volunteer as well as paid job experiences. Have you received on-the-job training? Have you had teaching or supervisory experiences? Have you received training in the military that was recognized in transfer to CMC? Have you served an apprenticeship, attended a private school, received technical training, taken non-credit classes or seminars that CMC did not recognize in transfer? Have you learned through independent reading, viewing and/or listening to mass media, or travel?

Include also any other experiences which were important because you (a) learned a lot, (b) accomplished a lot, (c) received recognition from others, (d) found the experience enjoyable, or (e) found the experience painful.

<table>
<thead>
<tr>
<th>My Significant Learning Experiences</th>
<th>Dates</th>
</tr>
</thead>
</table>
APPENDIX B

EDUCATIONAL GOALS

As you list your current educational goals, think of the following questions: In what program am I enrolled? What degree or certificate do I seek? Are there skills that my employer expects me to attain? Do I seek to upgrade my skills, to learn new skills? Are my educational objectives related to life goals such as breaking out of old patterns, becoming a more effective citizen, or attaining greater personal enrichment and development?

MY EDUCATIONAL GOALS
APPENDIX C
LEARNING GAINED FROM WORK EXPERIENCE

Educational Goal___________________________________________

1. Work Experience:

Employer ________________________________ Date: From _____ To_______

Learning gained:
A _______________________________ D_____________________________________
B_______________________________ E_____________________________________  
C_______________________________ F_____________________________________

2. Work Experience:

Employer ________________________________ Date: From _____ To_______

Learning gained:
A _______________________________ D_____________________________________
B_______________________________ E_____________________________________  
C_______________________________ F_____________________________________  

3. Work Experience:

Employer ________________________________ Date: From _____ To_______

Learning gained:
A _______________________________ D_____________________________________
B_______________________________ E_____________________________________  
C_______________________________ F_____________________________________  

4. Work Experience:

Employer ________________________________ Date: From _____ To_______

Learning gained:
A _______________________________ D_____________________________________
B_______________________________ E_____________________________________  
C_______________________________ F_____________________________________  
APPENDIX D
LEARNING GAINED FROM MILITARY EXPERIENCE
(that was not recognized in transfer)

Educational Goal ____________________________________________________________

1. Military Experience: ______________________________________________________
   Supervisor________________________________________ Date: From ________ To ________
   List learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

2. Military Experience: ______________________________________________________
   Supervisor________________________________________ Date: From ________ To ________
   List learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

3. Military Experience: ______________________________________________________
   Supervisor________________________________________ Date: From ________ To ________
   List learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

4. Military Experience: ______________________________________________________
   Supervisor________________________________________ Date: From ________ To ________
   List learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________
APPENDIX E
LEARNING GAINED FROM NON-ACCREDITED SCHOOLS OR COURSES

Educational Goal____________________________________________________

1. Non-Accredited School____________________________________________________
   Course_______________________________________ Date: From _________ To __________
   List learning gained:
   A_______________________________  D_____________________________________
   B_______________________________  E_____________________________________
   C_______________________________  F_____________________________________ 

2. Non-Accredited School____________________________________________________
   Course_______________________________________ Date: From _________ To __________
   List learning gained:
   A_______________________________  D_____________________________________
   B_______________________________  E_____________________________________
   C_______________________________  F_____________________________________ 

3. Non-Accredited School____________________________________________________
   Course_______________________________________ Date: From _________ To __________
   List learning gained:
   A_______________________________  D_____________________________________
   B_______________________________  E_____________________________________
   C_______________________________  F_____________________________________ 

4. Non-Accredited School____________________________________________________
   Course_______________________________________ Date: From _________ To __________
   List learning gained:
   A_______________________________  D_____________________________________
   B_______________________________  E_____________________________________
   C_______________________________  F_____________________________________

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APPENDIX F
LEARNING GAINED FROM GENERAL LIFE EXPERIENCES

Educational Goal ____________________________________________________________

1. Life Experience: __________________________________________________________
   Date:  From ___________ To ___________
   Learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

2. Life Experience: __________________________________________________________
   Date:  From ___________ To ___________
   Learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

3. Life Experience: __________________________________________________________
   Date:  From ___________ To ___________
   Learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________

4. Life Experience: __________________________________________________________
   Date:  From ___________ To ___________
   Learning gained:
   A________________________________  D____________________________________
   B________________________________  E____________________________________
   C________________________________  F____________________________________
APPENDIX G
ASSESSMENT OF EXPERIENTIAL LEARNING
PRELIMINARY APPLICATION

Note To Applicant:

The purpose of this application is to help us determine if you are eligible for college credit on the basis of knowledge that you have acquired outside of the college classroom setting. Learning acquired may have been a result of jobs held, foreign countries visited, hobbies pursued, workshops attended, books read, volunteer work done, or from a number of other types of past experiences. This application will help determine if these experiences are equal to the knowledge gained through the curriculum offered by Colorado Mountain College. If it appears that you may be eligible for college credit on the basis of your prior learning experiences, the Student Services staff member will tell you how to obtain this credit.

DATE ______________________

NAME _______________________________________________________________________
   (Last)    (First)    (Middle)

ADDRESS ____________________________________________________________________
   (Street)   (City)   (State)      (Zip)

SOCIAL SECURITY NUMBER___________________________ PHONE   Home_______________
   Work___________

Are you currently a degree or certificate seeking student at CMC?     _____Yes     _____No

At which location? ______________________________________________________________

Major field of study _____________________________________________________________

List CMC courses for which you are seeking credit.

<table>
<thead>
<tr>
<th>Course Prefix and Number</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OFFICE USE
CMC Official
Amount Due
Accepted By
Payment Amount
Method of Payment

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## APPENDIX H

### CHALLENGE CHECKLIST

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Student</strong></td>
<td></td>
</tr>
<tr>
<td>Contact counselor to discuss courses for which student believes he or she already has gained prior knowledge</td>
<td></td>
</tr>
<tr>
<td><strong>II. Counselor</strong></td>
<td></td>
</tr>
<tr>
<td>Completes preliminary application with Student and receives payment</td>
<td></td>
</tr>
<tr>
<td>Secures instructor for challenge</td>
<td></td>
</tr>
<tr>
<td>Secures method of examination from instructor</td>
<td></td>
</tr>
<tr>
<td>Gains permission from the VPAA on method of examination</td>
<td></td>
</tr>
<tr>
<td><strong>III. Instructor</strong></td>
<td></td>
</tr>
<tr>
<td>Gives challenge exam</td>
<td></td>
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<tr>
<td>Reports results (pass or fail) to the Student Services Counselor</td>
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<tr>
<td><strong>IV. Student Services Counselor</strong></td>
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<tr>
<td>Sends results of exam to VPAA</td>
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<tr>
<td><strong>V. Vice President of Academic Affairs</strong></td>
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<tr>
<td>Makes final determination of the award</td>
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<tr>
<td>Copies results to Registrar, student, counselor, and instructor</td>
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<tr>
<td>Copies exam to the Registrar for microfilm</td>
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<td><strong>VI. Registrar</strong></td>
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<tr>
<td>Posts results to transcript per CMC policy and notifies student of completion of process</td>
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Memo

Date

To: Assistant VPAA

I have reviewed the attached request for Credit for Prior Learning and find it meets Colorado Mountain College’s requirements. I have included copies of the student’s qualifying certifications for your review. If you approve, please return a copy to me at the ________________ Campus, so I can complete the registration forms for the Registrar’s Office.

If you have any questions, please call me. Thanks!

Faculty Member ___________________________
APPENDIX J

Colorado Mountain College
Credit for Prior Learning
Application

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<tr>
<th>Date</th>
<th>Student Name</th>
<th>Student Identification Number</th>
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Course Completed & Agency/Institution Granting Certification  CMC Course Equivalent

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Reviewed by

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<tr>
<th>Colorado Mountain College Vice President of Academic Affairs</th>
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