



TO: Council on Graduate Studies

FROM: Dr. Beth Gill, Chair, Council on Graduate Studies  
Dr. Ryan C. Hendrickson, L.M. Hamand Dean of the Graduate School  
Dr. Bonnie Laughlin-Schultz, Vice Chair, Council on Graduate Studies

RE: Proposal for the Creation of Credit for Prior Learning Guidelines (revised)

DATE: November 28, 2022 (Revised per CGS recommendations, December 7, 2022)

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**Proposal:** To create general graduate guidelines for the creation of Credit for Prior Learning course credit opportunities at Eastern Illinois University.

**Rationale:** Credit for Prior Learning fits closely with the mission of graduate education at Eastern Illinois University, which is aimed at broadening accessibility and opportunities for graduate studies to a wider range of prospective students.

**Effective: Fall 2023**

### **Credit for Prior Learning Assessment Guidelines**

Some graduate programs at EIU choose to offer course credit for prior learning and professional experiences undertaken prior to graduate studies. Graduate students may utilize credit for prior learning (CPL) portfolios to gain credit from graduate programs who wish to offer this option. The following guidelines apply to all programs:

1. Students who wish to utilize CPL portfolios must be accepted into a participating graduate program.
2. Portfolio content should reflect the primary content contained in the course syllabus and should demonstrate achievement in meeting the course learning objectives. Portfolios may include evidence of prior learning through previous participation in professional development courses, experiential learning, writing samples, and samples of work experience. Consideration of any other professional experience examples should be addressed with the Graduate Coordinator prior to portfolio creation.
3. Students must consult the graduate program coordinator for guidance on whether CPL is appropriate for the course selected and on the creation of a portfolio.

4. Submission of a portfolio does not guarantee credit will be awarded for a graduate course.
5. Students will earn either the grade of Credit or No Credit for all approved CPL submissions. Partial credit for existing graduate courses will not be awarded.
6. All students must pay all fees associated with the CPL submission and review process regardless of whether credit is awarded. No waivers may be applied to any CPL fees.
7. Graduate programs may award no more than 9 hours of credit through prior learning assessment portfolios.
8. Graduate programs must receive approval from the Council on Graduate Studies for the courses offered in their CPL option(s).
9. Credits earned through CPL are considered residential credits. Programs may elect to limit the number of CPL and/or transfer credit hours applied to the degree study plan beyond existing catalog policies.