

CWU Academic Credit for Prior Learning Assessment (ACPL)

Checklist for Prospective Students

Initial Exploration

- Schedule a preliminary meeting with an Academic Credit for Prior Learning (ACPL) point of contact, or department's designated ACPL faculty contact.
- Discuss prior learning experiences and potential credit opportunities.
- Review tools such as:
 - ACPL calculators
 - ACE Guides (military and professional)
 - CWU's pre-assessed crosswalks

Note: All credit estimates are preliminary and subject to formal evaluation. Only CWU's pre-assessed crosswalks guarantee credit awards.

Matriculation Requirements

- Complete CWU application and orientation.
- Obtain a CWU student ID number.
- Enroll in a CWU credential program (degree or certificate).

Transfer Credit Review

- Work with an academic advisor to ensure all applicable transfer credits are submitted.
- Include credits from:
 - Accredited higher education institutions
 - Joint Service Transcripts (military training)
 - AP, IB, CLEP, Cambridge exams
- Understand that degree/certificate fulfillment is evaluated by the Office of the Registrar.

ACPL Eligibility Exploration

- With advisor guidance, explore courses or electives that may be eligible for ACPL.
- Review guidelines and resources on CWU's ACPL web pages.

Prior Learning Reflection

- Reflect on college-level skills, knowledge, and competencies.
- Compile a list of prior learning experiences.
- Access the CWU catalog to review:
 - Curricular topics
 - Course outcomes
 - Program outcomes for your credential

Documentation & Mapping

Begin mapping prior learning with supporting documentation.

Collaborate with faculty/advisors to answer:

- Is the learning college-level?
- Which CWU course(s) does it correspond to?

If no match, does it align with general elective outcomes?

Determine if the learning applies to your Program of Study or General Education.

Select ACPL Method or Pathway

Choose the appropriate ACPL method:

- Course challenge
- Professional Training and Credentials Review (pre-assessed or new assessment?)
- Portfolio Assessment

Research documentation requirements for your chosen Pathway.

Submit ACPL Application

Complete the ACPL Application.

Include all required documentation.

Clearly identify:

Each course to be challenged

Corresponding assessment method(s)

Follow ACPL Method

Proceed with the selected ACPL method.

If using the portfolio method:

- Enroll in the ACPL Portfolio course
- Document learning and acquisition
- Provide evidence of knowledge

Final Submission & Next Steps

Submit the completed ACPL portfolio per course instructions.

Await contact from the ACPL Coordinator or department contact for guidance on next steps.

Faculty Evaluation & Credit Determination

Faculty assess submitted documentation and evaluate the college-level learning.

Faculty determines whether credit should be awarded as:

- Specific course credit
- General elective credit

Credits are designated as Upper Division (UD) or Lower Division (LD) based on content and rigor.

Credit Award & Transcription

[] Upon successful assessment, awarded ACPL credits will be formally recorded on the student's CWU transcript by the Office of the Registrar.

(A) Fees and Cost

When a student submits the ACPL application form, Central Washington University (CWU) will add all Prior Learning Assessment fees to their account. These fees vary based on the number of credit hours the student attempts or awarded and are non-refundable, even if the student does not receive credit from the evaluation. Additionally, students cannot appeal the fee charge.

Assessment Method	Non-refundable Fees
National Standardized Exams	\$0
Military Training – Joint Service Transcripts	\$0
Course Challenges	\$15 per credit, with a minimum of \$30 per course challenge.
Professional Training and Credentials	Undergraduate: \$50 per credit up to 10 credits and \$25 for remaining credits Graduate: \$100 per credit up to 5 credits and \$50 for remaining credits
Portfolio	Undergraduate: \$75 per credit Graduate: \$150 per credit

Financial Aid: Title IV federal financial aid regulations do not consider ACPL fees eligible for coverage. Aid is typically designated for tuition and fees for enrolled courses, not for assessing existing knowledge. Currently, you will likely need to pay for ACPL assessment fees with your own funds.

Employer Tuition Assistance: Many employers offer tuition assistance or reimbursement programs that may cover the costs of ACPL assessments as part of their support for employee education. Students should check with their employers about eligibility criteria and procedures.

Questions? PriorLearning@cwu.edu