DACC Credit for Prior Learning Documentation Form

Instructions:
This form must be submitted along with the **Request for Evaluation of Prior Learning Form** and required documentation. Incomplete submissions will not be processed.

Part I: Student Information		
Last Name:	First Name:	Banner ID (Aggie ID):
NMSU Email:	Phone Number:	Program Major:

Part II: Credit by Examination (If Applicable)		
Examination	Course Name:	Final Exam Score:
Exam Date:	Instructor Signature:	

Part III: Credit for Prior Learning Assessment
Faculty Reviewing CPL Requests should indicate the evaluation method used:

CPL Method	◉ **Exam**	○ **Portfolio**	○ **Certification Review**	○ **Military Transcript Review**

DACC Course Number	DACC Course Name	Credits Approved	Reviewer(s) Name	Reviewer Signature	Date

Part IV: Faculty & Administrative Approvals

Approver	Name	Signature	Date	Approved	
Department Chair/Program Director				☐ Yes	☐ No
Division Dean				☐ Yes	☐ No
DACC AVP Academic Affairs				☐ Yes	☐ No

Appeals Process
If your CPL process is denied, you may appeal the decision within 10 days by submitting a CPL Appeal Form with additional supporting documentation. Appeals must be sent to Academic Affairs at DACCAcademicAffairs@dacc.nmsu.edu

Processing Fees: CPL assessments may require a non-refundable processing fee. Students will be notified of any applicable fees before evaluation.

I acknowledge that my CPL request may be subject to processing fees.
I have consulted with Academic Affairs regarding CPL costs.

Processing Information:
Processed Date:

CPL Credits Posted to Student Record: Yes ○ No ○

Student Notified of Decision: Yes ○ No ○

Notes: CPL Requests typically take 2-4 weeks to process. Students should check their NMSU email for updates.
Approved CPL credits are recorded as CR (credit) and do not affect GPA.
Faculty may require additional documentation or interviews before finalizing CPL decisions.