NMSU Doña Ana Community College

DACC Request for Evaluation of Prior Learning

Instructions:

Students requesting Credit for Prior Learning (CPL) must submit both this form and the DACC Credit for Prior Learning Documentation Form along with all required supporting documentation. Incomplete submissions will not be processed. Submit completed forms and documentation to DACCAcademicAffairs@dacc.nmsu.edu. Allow 2-4 weeks for processing. Faculty may request additional materials, an interview, or further clarification. Students will be notified of their CPL decision via their NMSU email account.

Part I. Student Information		
Last Name	First Name	Banner ID(Aggie ID)
NMSU Email	Phone Number	Program Major
Mailing Address:		
City	State	Zip Code
Expected Graduation Date	Have you previously submitted a CPL Request? Yes ◯ No ◯	

Part II: Courses for Which Credit is Requested List the DACC course(s) you believe your prior learning qualifies for credit		
Course Name	Course Number	Number of Credits

Part III: Type of CPL Requested and Required Documentation		
CPL Assessment Method	**Required Documentation**	**Submitted**
Industry Certification/Licensure	Copy of certification/license, issuing agency, expiration date.	◯
Military Training	Request official Joint Service Transcript (JST) (Army, Coast Guard, Marine Corps, Navy, Reserves). Air Force personnel must request official CCAF transcripts.	◯
Workforce/Professional Development	Submit training documentation (e.g., syllabi, completion certificates, ACE transcripts).	◯
Portfolio Assessment	Submit a comprehensive portfolio including a written narrative, supporting evidence, and work samples.	◯
Challenge Exam	Faculty-approved challenge exam to assess course knowledge.	◯

Part IV: Statement of Understanding

By signing below, I certify that:

- I am currently enrolled in a **DACC certificate or degree program** and that my CPL request applies to my program of study.
- I understand that CPL credits **may not be transferable** to other institutions.
- I acknowledge that CPL **does not replace DACC residency requirements** for graduation.
- I understand that CPL **may impact my financial aid eligibility** and **maximum timeframe** for standard academic progress.
- CPL is subject to **faculty review**, and additional documentation or interviews may be required.
- **CPL decisions are final** unless appealed through the CPL Appeals Process within **10 business days**.

Student Signature:	**Date:**