

Cover Letter Draft

Thank you for your interest in Credit for Prior Learning (CPL) at Massachusetts Bay Community College! As you fill out the **Credential Credit Request Form**, you may have some questions about the process. Below, you will find some helpful information about the steps to completing the form.

The student completes **Part I** of the form and then makes an appointment with the appropriate Dean for the Division that oversees the course for which the student is requesting credit. The student should also provide certification of the industry-recognized credential to the Academic Division. Contact information for the Academic Deans is listed on the MassBay CPL website at www.massbay.edu/cpl.

Note: the student may fill out the form electronically, save a copy of the form, and email the form to the appropriate Division Dean.

After consultation with the student, the academic division (the Dean and Department Faculty) will complete **Part III** of the form. The faculty will verify the course equivalency for the credential and authorize the equivalency of credits. The Division then submits the completed form on behalf of the student to the Office of Student Accounts (studentaccounts@massbay.edu).

After receipt of the form, Student Accounts will complete the **Part II – payment portion** of the form and post the appropriate charge to the student’s account based on the number of credits earned. **The student must pay the transcription fee in order for the credits to be posted.** Once the transcription fee has been paid, the Student Accounts Office forwards the credential form to the Academic and Transfer Advising Center, which will post the credit for the respective course to the transcript. Please note, all courses that receive credit for prior learning are recorded on the transcript as transfer credit (designated on the transcript as “T”).

If you have additional questions or need assistance along the way please contact Dr. Nicole Lambert, the Credit for Prior Learning Coordinator, at nlambert@massbay.edu or the appropriate Academic Division Dean.