



**PROFESSIONAL CREDENTIAL
EVALUATION FOR**

CLEO

CREDIT FOR LEARNING BY EXPERIENCE OPTION



CREDIT FOR LEARNING BY EXPERIENCE OPTION (CLEO)

Purpose

The Credit for Learning by Experience Option (CLEO) at **Florida Memorial University (FMU)** provides adult learners a formalized process to earn academic credit for college-level learning acquired through professional, military, community, or independent experiences.

This program supports FMU's mission to promote access, equity, and excellence in education by acknowledging and validating meaningful learning achieved outside the traditional classroom.

CLEO ensures that all awarded credits meet **SACSCOC Standard 9.4** ("Institutional Credits for a Degree") and **Policy on Credit for Prior Learning** guidelines, ensuring rigor, fairness, and alignment with the University's learning outcomes.

I. Eligible Experiential Learning Modes

CLEO recognizes learning gained through the following **adult experiential learning modes**:

1. **Professional Work Experience** – managerial, technical, or specialized roles.
2. **Military Training and Service** – evaluated through ACE (American Council on Education) credit recommendations.
3. **Professional Licenses and Certifications.**
4. **Apprenticeships and Vocational Training.**
5. **Community and Civic Engagement** – leadership in nonprofit, volunteer, or faith-based organizations.
6. **Independent Study or Entrepreneurship** – business ownership, self-directed learning.
7. **Creative or Technical Accomplishments** – published work, art portfolios, design projects, patents, or inventions.

II. Guiding Principles



- **Academic Equivalence:** Experiential learning must demonstrate mastery of course-level or program-level learning outcomes.
- **Documentation-Based:** Credit is awarded only for *demonstrable and verifiable* learning, not for experience itself.
- **Faculty-Driven Evaluation:** Credit determinations are made by qualified faculty in the appropriate academic discipline.
- **Quality Assurance:** All evaluations are subject to periodic audit by the **Office of Academic Affairs or Institutional Effectiveness.**
- **Transparency and Equity:** Clear criteria and appeal processes ensure consistency and fairness.
- **Transferability:** Credit must fit within the degree program's requirements (major, minor, or elective).
- **Limits:** Maximum of 30 semester credits may be earned through CLEO for undergraduate credits and maximum of 9 credits for graduate credits.

III. CLEO Process Flow

Step 1: Eligibility and Application

- **Eligibility:** Students must be enrolled in a degree or certificate program, have completed at least 6 semester credit hours in residence, and be in good academic standing.
- **Application:** Student completes a **CLEO Professional Credential Evaluation Request Form** through the Office of Academic Services.
- **Advising:** Academic advisor or CLEO coordinator reviews eligibility, degree applicability, potential credit areas, and assessment appropriate pathway(s).

Step 2: Learning Assessment Pathway Selection

- Students may demonstrate experiential learning through one or more pathways:

Pathway	Description	Evaluation Method
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Portfolio Assessment	A written portfolio demonstrating learning outcomes equivalent to specific courses.	Faculty evaluation using rubric.
Professional Credential Evaluation	Review of licenses, certificates, or apprenticeships.	Faculty or Registrar verification.
Performance/Project Evaluation	Demonstration, portfolio, or performance relevant to the course.	Faculty panel evaluation

Step 3: Portfolio Development (for Portfolio Pathway)

- Students complete a **Portfolio Development Workshop** (non-credit or 1-credit course) covering:
 - Reflective writing on learning outcomes.
 - Documentation gathering (letters, artifacts, products, evaluations).
 - Alignment of experiences to specific course learning outcomes.
- Submission includes:
 - Table of contents
 - Narrative reflection(s)
 - Supporting documentation
 - Course equivalency request(s) based on catalog course description

Step 4: Evaluation and Faculty Review

- Faculty evaluator(s) in the relevant discipline review portfolios or exam results.
- Evaluation Rubric Criteria:
 - Relevance and alignment with course learning outcomes.
 - Depth of understanding and application of concepts.
 - Evidence authenticity and sufficiency.
 - College-level rigor of demonstrated learning.
- **Timeline:** Faculty complete review within 30 business days of submission.
- **Recommendation:** Faculty submit credit recommendation to department chair and dean for approval before final submission to the Registrar.



Step 5: Approval and Transcript Posting

- Department chair and dean review faculty recommendation for consistency.
- Approved credits are forwarded to the Registrar for transcription as:
 - “Credit for Learning by Experience Option (CLEO)” with course equivalency! noted.
 - No letter grade assigned (CR); credit counts toward degree requirements.
 - CLEO credits **apply toward degree requirements** but **do not count toward GPA**.
 - Credits may not duplicate previously earned or transferred credits.
 - **CLEO fees are billed to student and payment is required prior to posting the approval credits.**

Step 6: Appeals Process

- Students may appeal denied credit within 30 business days of notification.
- Appeals are reviewed by a CLEO Faculty Review Committee chaired by the Provost or designee.
- Decision is final and communicated in writing.

IV. Criteria for Awarding Credit

1. **Relevance:** Experience must align with established course or program learning outcomes.
2. **Breadth and Depth:** Evidence demonstrates comprehension, analysis, and synthesis of knowledge, not mere task performance.
3. **College-Level Learning:** Learning must reflect cognitive, theoretical, and practical understanding equivalent to collegiate coursework.
4. **Documentation:** Sufficient and verifiable evidence must support all claims of learning.
5. **Currency:** Knowledge and skills must be current and applicable to present-day practice in the field.

V. Program Oversight and Quality Assurance

- Annual audit of awarded credits and faculty consistency.
- Periodic review of alignment between CLEO credits and institutional learning outcomes.
- Faculty training on assessment of experiential learning.



- Data reporting for institutional effectiveness and accreditation documentation.



PROFESSIONAL CREDENTIAL EVALUATION REQUEST

Student Full Name

Student ID

Major

Minor

Program Start Date

Please select all that apply

- Certificate
- Licensure
- Apprenticeship
- Corporate Training
- Military Training
- Resume with Employment Verification Form (Minimum 5 years experience)

Please describe the professional credential(s) indicated above and outline the skills acquired. Your description must address relevance, breadth, college-level learning, documentation, and recency. Upload supporting evidence, or combine the completed form and all evidence into a single file and email it to CLEO@fmu.edu. A CLEO evaluator will determine course equivalency based on the information that you are providing.

Office Use Only

Course Prefix	Course #	Course Title	# Credits
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



EMPLOYMENT VERIFICATION LETTER

This is to certify that :

is/was employed by:

Since : through:

In the position of :

The current employment status with our company is : Full Time Part Time Contract

Specify below the employee's scope of work or attach the job description:

EMPLOYER INFORMATION

Company Name :

Company Address :

Contact Person :

Phone Number :

Email :

Signature