

## Credit for Prior Learning Policy

### Introduction

Students who have completed coursework outside of their College for Financial Planning®—a Kaplan Company program may be eligible to apply their education to their program with the College. Official documentation is required. This policy is applicable to all programs within the College.

### Purpose

To ensure all Credit for Prior Learning requests are accompanied by official documentation as required to maintain compliance for accreditation and accurate student records.

### Definition of terms

<b>Articulated credit</b>	<ul style="list-style-type: none"> <li>The College's acceptance of prior learning acquired from a CFFP or Kaplan Professional designation program.</li> <li>Applicable articulated credit is recorded on the academic transcript with a formal grade of 'CR'.</li> <li><i>Articulated credit does not affect GPA calculations in the Master of Science programs.</i></li> </ul>
<b>Transfer credit</b>	<ul style="list-style-type: none"> <li>The College's acceptance of prior learning acquired from another college or university and represented in formal academic course credit.</li> <li>Accepted transfer credit is applied to a student's CFFP program and indicated on the academic transcript with a formal grade of 'T'.</li> <li><i>Transfer credit does not affect GPA calculations in the Master of Science programs.</i></li> </ul>

### Eligible Programs and Credit Limits

Program	Eligible Courses	Required Documents	Credit Max
<b>CFP®</b> <i>Certification Professional Education</i>	FP 511	Completion of: WMS/FPS/FPA, AAMS or FPQP  OR  Official transcript from previous college or CFP® Board Registered program	0
	FP 513	Completion of: APMA or AWMA	3
	FP 515	Completion of: CRPC	3
<b>LUTCF</b> <i>Life Underwriter Training Council Fellow</i>	LUTCF Course 1	FIC Certificate	3
	LUTCF Course 3	FICF Certificate	3
<b>Master of Science, Finance</b>	See Graduate Student Handbook	Graduate Application & Official Transcript	6
<b>Master of Science, Personal Financial Planning</b>	See Graduate Student Handbook	Graduate Application & Official Transcript	6 Transfer & 21 Articulated

## Requirements and Criteria for Review

Coursework completed external to the College may be considered for transfer credit if all of the following conditions are met:

- Course(s) was/were completed at an institution accredited through one of the following agencies (*Master of Science programs only*):
  - Higher Learning Commission (HLC)
  - Middle States Commission on Higher Education (MSCHE)
  - New England Commission on Higher Education (NSCHE)
  - Northwest Commission on Colleges and Universities (NWCCU)
  - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
  - WASC Senior College and University Commission (WSCUC)
- If the coursework was completed at an institution outside of the United States, a course-by-course evaluation from an evaluation service that currently holds membership with NACES is required.*
- The coursework is substantially similar to the College course
  - (a course description or syllabus may be required)
- The final grade posted for each potential transfer course is a 'C-' (or better).
- P/Pass grades will only be considered by the Master of Science programs if it can be confirmed via the official transcript key or institution's website that the minimum required grade to earn a 'P' (Pass) grade is a 'C-'.
- Students must submit an official transcript directly to the Registrar's Office (address below) that clearly indicates all of the following information for each course:
  - Course codes or numbers
  - Course titles or descriptions
  - Final grades earned
  - Course credits earned

## Cost

There is no cost associated with the request and review of potential transfer credit.

## Time Limit(s)

There is no restriction on how recently a course must have been completed in order to qualify for transfer or articulated credit.

## Required Documentation

Students must:

- (1) Send their official transcript showing the completed coursework directly to the Registrar's Office, and
- (2) Send course descriptions and/or course syllabi to the Registrar's Office

*Unofficial transcripts, faxed transcripts, and transcripts marked "-Issued to Student-" will not be accepted.*

## Processing Time and Outcomes

Processing time is the length of time it takes to evaluate the request. Typical processing time is 10 business days from the date all documentation has been received; however, in some situations additional processing time may be required. Students will be notified in writing of the final decision, once available.

### **Recording Articulated Credit in Student Records**

- Articulated credit will be applied toward the completion of program requirements and recorded in the student's official record.
- A final grade of 'CR' will be assigned to the course to indicate articulated credit.
- Articulated credits do not hold any quality points and do not factor into GPA.
- Articulated credits will not be used to satisfy *Satisfactory Academic Progress* requirements in Master of Science programs.

### **Recording Transfer Credit in Student Records**

- Accepted transfer credit will be applied toward the completion of program requirements and recorded in the student's official record.
- A final grade of 'T' will be assigned to the course to indicate transfer credit.
- Transfer credits do not hold any quality points and do not factor into GPA.
- Transfer credits will not be used to satisfy *Satisfactory Academic Progress* requirements in Master of Science programs.

### **Related Policies and Documents**

- CFP® Certification Education Program - Credit for Prior Learning Eligibility
- Graduate Program Application for Admission
- Graduate Student Handbook

### **Questions**

The Registrar's Office is responsible for properly maintaining student records in accordance with internal and external requirements. All questions regarding Credit for Prior Learning can be directed to the Registrar's Office:

Mailing address:

College for Financial Planning  
Attn: Registrar  
9000 E. Nichols Ave. Suite 200  
Centennial, CO 80112

Email: [registrar@cftp.edu](mailto:registrar@cftp.edu)