

CBE Steps and Timeline

Spring and Fall Semesters:

1. Complete the Prior Learning Assessment (PLA) Petition **before Sunday at 11:59 p.m. in week 2.**

The link to the online PLA Petition form is on the CBE webpage.

([PLA Petition, online DocuSign form](#))

Be sure to use the “How to Complete the CBE PLA Petition” handout on [the CBE webpage](#) to help you correctly complete the form.

After you finish the document, it will be sent to the others to sign, and it will be submitted to the OLP department and then to the PLA Office.

Late submissions will not be reviewed until the following semester.

2. Complete your CBE portfolio **before Sunday at 11:59 p.m. in week 8.**

The CBE Portfolio Template is located on the CBE webpage

([CBE Portfolio Template, Word document](#)).

Late submissions will not be reviewed until the following semester.

3. Optional but recommended: Submit your CBE portfolio to your advisor for review it before you submit it. Send it to your advisor **before Sunday at 11:59 p.m. in week 5.**

4. Submit the CBE Cover Page with your CBE Portfolio attached **before Sunday at 11:59 p.m. in week 8.**

The link to the online CBE Cover Page form is on the CBE webpage.

([CBE Cover Page, online DocuSign form](#))

Be sure to use the “How to Complete the CBE PLA Petition” handout on [the CBE webpage](#) to help you correctly complete the form.

After you finish the document, it will be sent to the others to sign, the others will sign, and it will be submitted to the OLP and then the PLA Office.

5. You will receive an email with the results of your CBE portfolio review by the end of week 13 from the OLP@isu.edu email.

Summer Semester:

1. Complete the Prior Learning Assessment (PLA) Petition **before Sunday at 11:59 p.m. in week 1.**

The link to the online PLA Petition form is on the CBE webpage.
([PLA Petition, online DocuSign form](#))

Be sure to use the “How to Complete the CBE PLA Petition” handout on [the CBE webpage](#) to help you correctly complete the form.

After you finish the document, it will be sent to the others to sign, and it will be submitted to OLP and then to the PLA Office.

Late submissions will not be reviewed until the following semester.

2. Complete your CBE portfolio **before Sunday at 11:59 p.m. in week 5.**

The CBE Portfolio Template is located on the CBE webpage
([CBE Portfolio Template, Word document](#)).

Late submissions will not be reviewed until the following semester.

3. Optional but recommended: Submit your CBE portfolio to your advisor for review it before you submit it. Send it to your advisor **before Sunday at 11:59 p.m. in week 2.**

Your advisor may not be available to review your CBE in the summer. Check with your advisor to see if you should submit your CBE for review during the spring semester.

4. Submit the CBE Cover Page with your CBE Portfolio attached **before Sunday at 11:59 p.m. in week 4.**

The link to the online CBE Cover Page form is on the CBE webpage.
([CBE Cover Page, online DocuSign form](#))

Be sure to use the “How to Complete the CBE PLA Petition” handout on [the CBE webpage](#) to help you correctly complete the form.

After you finish the document, it will be sent to the others to sign, the others will sign, and it will be submitted to the OLP and then the PLA Office.

5. You will receive an email with the results of your CBE portfolio review by the end of week 8 from the OLP@isu.edu email.