

STEP 2: Student Eligibility Verification (Completed by Academic Services Office—Office 1690)

Student Eligibility

- Currently enrolled in the semester in which credit is to be earned
- In Good Academic Standing (Not on Warning, Probation, or Dismissal)
- Less than 15 units earned through credit by examination
- Not currently enrolled in the course petitioning for
- Not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by dept.)
- Grade Basis Selection
- The course requested is CPL approved

Academic Services Representative signature: _____ Date: _____

STEP 3: Course Eligibility Verification (Completed by VP of Academic Services Office—Office 1690)

Course Eligibility for Credit for Prior Learning

- Credit by Exam
- Credit by Portfolio

Credit by Exam/Portfolio Discipline: _____ Department Coordinator: _____

VP of Academic Services signature: _____ Date: _____

STEP 4A: Portfolio Review / Examination Completion (Completed by Department Coordinator & Academic Dean)

Grade Basis: A-F P/NP Exam/Portfolio Grade: _____ Exam Date: _____

Faculty name: _____

Department Coordinator signature: _____ Date: _____

STEP 4B: Portfolio Review / Examination Completion (Completed by Academic Dean)

Academic Dean signature: _____ Date: _____

STEP 5: Credit for Prior Learning Course Creation (Completed by Academic Services – Curriculum & Scheduling Specialist)

Course created: _____

Curriculum & Scheduling Specialist signature: _____ Date: _____

STEP 6: Examination Posting (Completed by Admissions & Records Office (1670) lpc-evaluations@laspositascollege.edu)

Date Recorded on Student's Record: _____

Admissions & Records Representative signature: _____ Date: _____
