



PETITION REQUEST FOR CREDIT FOR PRIOR LEARNING CREDIT BY INDUSTRY RECOGNIZED TRAINING

Credit for Prior Learning (CPL) may be earned by students who satisfactorily pass authorized assessments approved by discipline faculty in eligible courses approved by the District. Types of Credit for Prior Learning include: Credit by Exam, Credit by Portfolio, Credit by Industry Recognized Training, and Credit by Military Joint Service Transcripts*.

***Please note that this form is intended for students petitioning for credit by industry recognized training.** Students wanting to petition for credit for prior learning with their Military Joint Service Transcripts must go through the Incoming Transcript Evaluation Process in the Admissions & Records Office.

STEP 1: Student Information

DIRECTIONS: Complete and submit this form to the Academic Services Office (1690) (lpc-priorlearning@laspositascollege.edu)

Student's Name (Last, First)

Student's W#

Phone Number

Today's Date

Student's Zonemail Email Address

Major

How I would like to receive credit: Credit by Industry Recognized Training

I have attached my industry recognized credentials (certification, registration, licensure) Yes

Course I wish to receive credit for: _____
Course Course Title Units

Grade Basis Selection: A, B, C, D, F Grading **OR** Pass/No Pass Grading

My rationale for this request is as follows:

I hereby petition to earn credit for the above-listed course in accordance with the rules governing Credit for Prior Learning as set forth in the College Catalog. I understand all steps must be completed in order.

Student signature: _____ Date: _____

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

Industry Recognized Training Documents Review

- Approved
- Denied

Comments:

VP of Academic Services signature: _____ Date: _____

STEP 4: Credit for Prior Learning Course Creation (Completed by Academic Services – Curriculum & Scheduling Specialist)

Course created: _____

Curriculum & Scheduling Specialist signature: _____ Date: _____

STEP 5: Examination Posting (Completed by Admissions & Records Office (1670) lpc-evaluations@laspositascollege.edu)

Date Recorded on Student's Record: _____

Admissions & Records Representative signature: _____ Date: _____
