

PETITION REQUEST FOR CREDIT FOR PRIOR LEARNING CREDIT BY EXAM OR PORTFOLIO

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 exam or portfolio. 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.

Student's Name (Last, First)		Today's Date		
Student's W#		Student's Zonemail Email Address		
Phone Number		Major		
w I would like to receive c	redit: Credit by Exam	Credit by Portfolio	0	
urse I wish to receive cred	lit for: Course Title			Units
ade Basis Selection:	A, B, C, D, F Grading	OR	Pass/No Pass Grading	
rationale for this request	is as follows:			

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 Departme	ent 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	c Dean)
Academic Dean signature:	Date:
STEP 5: Credit for Prior Learning Course Creation (Completed by Academic Se Course created:	ervices – Curriculum & Scheduling Specialist)
Curriculum & Scheduling Specialist signature:	Date:
STEP 6: Examination Posting (Completed by Admissions & Records Office (16	
Date Recorded on Student's Record:	
Admissions & Records Representative signature:	Date: