



# CREDIT FOR PRIOR LEARNING PETITION REQUEST

## CREDIT BY EXAM

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. By filling out this form you have verified that the course you are petitioning for is eligible for Credit by Exam. If your course is not approved, your petition cannot be completed at this time. If you do not see your course on any of the lists of courses approved for Credit by Exam on the CPL webpages, please reach out to [lpc-priorlearning@laspositascollege.edu](mailto:lpc-priorlearning@laspositascollege.edu) to see if the course may be available in the future.

Credit by Exam (CBE) allows a student to receive college credit for prior learning by demonstrating mastery of course outcomes—skills and knowledge—by taking the course exam(s). Some exams may require performance of a skill set, while other exams may be written tests covering course content. CBE requires students to pay for the class before the grade is recorded.

**Please note that this form is intended for students petitioning for credit by exam only.** Students wanting to petition for prior learning credit by way of portfolio, industry recognized training, or submission of their military joint service transcripts must do so by filling out the appropriate form. These specific forms can be found on the Las Positas College Credit for Prior Learning webpage, [laspositascollege.edu/cpl/index.php](http://laspositascollege.edu/cpl/index.php).

### STEP 1: Student Information

**DIRECTIONS:** Students please complete Step 1 by filling out the information below, attaching a copy of your DegreeWorks worksheet, and submitting this form to the CPL Coordinator by emailing it to [lpc-priorlearning@laspositascollege.edu](mailto:lpc-priorlearning@laspositascollege.edu).

Student's Name (Last, First)	Today's Date
Student's W#	Student's Zonemail Email Address
Phone Number	Major

Course I wish to receive credit for: \_\_\_\_\_

Course	Course Title	Units
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Grade Basis Selection:      Letter Grade      **OR**      Pass/No Pass (if the course is approved for P/NP)

By submitting this request, 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 Las Positas College catalog.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: Course and Student Eligibility** (Completed by the Credit for Prior Learning Coordinator)

CPL Coordinator verifies:

1. The course being petitioned for credit is eligible for Credit by Exam; and
2. The student is eligible by using the student's DegreeWorks Worksheet because:
  - The student is in good standing in the District and has a Student Education Plan (SEP) on file,
  - The student has previously earned credit or noncredit from the District or is currently registered in the District,
  - The course is listed in the current College Catalog, and
  - The student is not currently enrolled in the course to be challenged.

CPL Coordinator name: \_\_\_\_\_

CPL Coordinator signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 3: Examination Grading** (Completed by Discipline Faculty who grades exam)

Discipline Faculty: \_\_\_\_\_

Grade Basis: Letter Grade Pass/No Pass Exam Grade: \_\_\_\_\_

Student must agree to receiving the grade before Step 4 is completed.

Discipline Faculty name: \_\_\_\_\_

Discipline Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 4: Administrator Approval** (Completed by the Program Division Dean and the Vice President of Academic Services)

Division Dean name: \_\_\_\_\_

Division Dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Academic Services name: \_\_\_\_\_

Vice President of Academic Services signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: CPL Course Creation** (Completed by the Curriculum & Scheduling Specialist)

CRN: \_\_\_\_\_

Curriculum & Scheduling Specialist name: \_\_\_\_\_

Curriculum & Scheduling Specialist signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 6: Degree Works Verification and Transcription** (Completed by Admissions & Records Representative)

Date Recorded on Student's Record: \_\_\_\_\_

Admissions & Records Representative name: \_\_\_\_\_

Admissions & Records Representative signature: \_\_\_\_\_ Date: \_\_\_\_\_