



PETITION REQUEST FOR CREDIT FOR PRIOR LEARNING CREDIT BY MILITARY JOINT SERVICE TRAINING



Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Credit by Military Joint Service Training allows students to receive college credit for learning obtained through courses they completed and military occupations held during their service. Military coursework and/or occupations will be evaluated as recommended by the American Council on Education (ACE) and credit course equivalency shall be determined by the faculty of the appropriate discipline and awarded on a course for course basis.

Veteran students may begin the process of petitioning for CPL using their JST by contacting the Veterans Resource Center to set up an appointment with a Veterans Counselor to complete this form.

Students please note, that you must have 12 units **completed** within the Chabot-Las Positas Community College District to be eligible to petition.

STEP 1: Student Information

DIRECTIONS: Students, please complete this section and meet with a Veterans Counselor. Please submit this form to: LPCVeteransFirst@laspositascollege.edu

Student's Name (Last, First)

Today's Date

Student's W#

Student's Zonemail Email Address

Phone Number

Student's Personal Email Address

Las Positas College courses being requested for credit for prior learning that have been submitted in MAP. Please list:

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

I hereby petition to earn credit for the above-listed course(s) and agree to be charged the per-unit enrollment fee 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 and the process in its entirety may take up to a full semester to complete.

Student signature: _____ Date: _____

STEP 2: Course and Student Eligibility (Completed by LPC Veterans Counselor)

Please submit this form along with the students JST to: lpc-priorlearning@laspositascollege.edu

- The course being petitioned for credit is eligible for Credit by Military Joint Service Training; and
- The student is eligible by using the student's Joint Service Transcript and/or other documentation 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,

Veterans Counselor name: _____

Veterans Counselor Signature: _____

Date: _____

STEP 3: Course and Student Eligibility (Completed by LPC evaluators) LPC evaluator verifies:

- The course is listed in the current College Catalog, and
- The student is not currently enrolled in the course to be challenged.

LPC evaluator name: _____

LPC evaluator signature: _____

STEP 4: Examination Grading (Completed by Discipline Faculty who grades exam)

Grade Basis: Letter Grade Pass/No Pass Course: _____ Exam Grade: _____

Grade Basis: Letter Grade Pass/No Pass Course: _____ Exam Grade: _____

Grade Basis: Letter Grade Pass/No Pass Course: _____ Exam Grade: _____

Grade Basis: Letter Grade Pass/No Pass Course: _____ Exam Grade: _____

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

Discipline Faculty name: _____

Discipline Faculty signature: _____ Date: _____

STEP 5: Administrator Approval (Completed by the Program Division Dean)

Division Dean name: _____

Division Dean signature: _____ Date: _____

STEP 6: Administrator Approval (Completed by the Vice President of Academic Services)

Vice President of Academic Services name: _____

Vice President of Academic Services signature: _____ Date: _____

STEP 7: Student Record Update (Completed by Admissions & Records Representative)

Date Recorded on Student's Record: _____

Admissions & Records Representative name: _____

Admissions & Records Representative signature: _____ Date: _____

SHATRNS

Student notified by Evaluator Staff name: _____ Date: _____