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 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.

STEP 1: Student Information

DIRECTIONS: Students please complete Step 1 by filling out the information below and attaching a copy of your **DegreeWorks worksheet**, and submitting this form to the LPC Evaluator by emailing it to 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

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 LPC evaluators) LPC evaluator 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.

LPC evaluator name: _____

LPC evaluator signature: _____   Date: _____

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

Discipline Faculty: _____

GradeBasis: Letter Grade   Pass/No Pass   **ExamGrade:** _____

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)

Division Dean name: _____

Division Dean signature: _____   Date: _____

STEP 5: Administrator Approval (Completed by the Vice President of Academic Services)

Vice President of Academic Services name: _____

Vice President of Academic Services signature: _____   Date: _____

STEP 6: CPL Course Creation (Completed by the Curriculum & Scheduling Specialist) CRN:

_____

Curriculum & Scheduling Specialist name: _____

Curriculum & Scheduling Specialist signature: _____   Date: _____

STEP 7: 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: _____

Student notified by Evaluator   Staff name _____   Date _____