



CREDIT FOR PRIOR LEARNING PETITION REQUEST

CREDIT BY PORTFOLIO

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 Portfolio. 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 Portfolio 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 Portfolio (CBP) allows a student to receive college credit for prior learning by demonstrating mastery of course outcomes—skills and knowledge—by submitting a portfolio of work.

Please note that this form is intended for students petitioning for credit by portfolio only. Students wanting to petition for prior learning credit by way of exam, 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, attaching a copy of your DegreeWorks worksheet, and submitting this form to the CPL Coordinator 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 (as long as 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 Portfolio; and
2. The student is eligible by using the student's DegreeWorks Worksheet 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,
 - 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: Portfolio Grading (Completed by Discipline Faculty who grades Portfolio)

Discipline Faculty: _____

Grade Basis: Letter Grade Pass/No Pass Portfolio Grade: _____

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

Discipline Faculty name: _____

Discipline 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: _____
