



Credit for Prior Learning (CPL) Course Substitution Appeal

Students may appeal a Credit for Prior Learning (CPL) decision in writing to the Division to which the initial CPL request was made.

Appeal Process Criteria

This CPL Appeal procedure is intended to provide students with due process in the event of a disagreement regarding the denial of credit for prior learning. Students are encouraged to discuss informally any concerns they may have about their denial with the Division for which the CPL credit was requested before requesting a written resolution through this appeal process. If the concerns of the student cannot be resolved, the student may follow the steps below to appeal the denial formally.

Process for Appealing Denied CPL Credit

A student wishing to appeal the denial of credit will complete the following steps:

1. Print and complete the Credit for Prior Learning Appeal Form (pg. 2, below).
2. Include any supporting documentation that may support the appeal.
3. Submit the completed Credit for Prior Learning Appeal Form along with any supporting documentation to the Division Chair from Division for which the credit is being sought.
 - a. Appeals must be submitted within 10 business days of a written notice of credit denial.
 - b. The student will be notified of the appeal decision by the division dean within 2 weeks.

Questions or Concerns

If you have any questions or concerns, please contact the appropriate Divisional Dean.

Department	Phone
Agriculture	688-3050
Business	737-6281
Consumer/ Family Studies	730-3929
English	730-3735
Fine Arts	730-3735
Industry & Technology	688-3027
Language & Communication	737-5362
Library	737-5362
Math/Engineering	730-3942

Department	Phone
Nursing	737-6254
PE/Athletics	730-3912
Science	730-3942
Social Sciences	737-6281
Student Services Counseling	737-5443



Credit Prior Learning (CPL) Course Substitution Appeal Form

Date: _____

Student Name: _____ Student ID: @ _____

Major: _____ Catalog Year: _____ Term: _____

APPEAL REQUEST:

Subject: _____ Course Number: _____ Units: _____ using

- Joint Service Transcripts (JST) Industry Credential Student Portfolios Other

Was denied the content as equivalent. Below are the following reasons for submitting this appeal. (You may attach additional sheets as necessary.)

Type here

Student Signature: _____ Date: _____

Academic Division Office Use Only

Faculty Content Expert decision: Appeal approved Appeal denied, provide reason:

Type faculty response here

Academic Division Chair Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

Student was notified of decision on: _____

Paperwork submitted to A&R for processing on: _____