

Credit for Prior Learning (CPL) Course Substitution Petition

1. Counselor will:
 - a. Fill out date, student information, counselor information, catalog year, major, and term.
 - b. Complete the course information (Subject, Course Number, and Units) and select the CPL Method.
 - c. Provide all documentations for which student is requesting a petition for.
 - d. Forward all documents and CPL course substitution form to the Academic Dean.
2. The Dean will ask their support staff to put in place the digital signature process and forward to the Division Chair and Faculty Review Expert(s) for review and signature.
 - a. Subject matter faculty evaluates the provided documentations and determines whether the petitioned course(s) are approved for credit.
 - b. Faculty member will assign the Grade, Deny the request, or mark More Information Requested.
 - c. Faculty member forwards signed petition, along with related documents, to the Dean.
3. Dean will sign form once review by faculty is complete.
4. Forms will be returned to the originating counselor to forward onto Admission and Records.
5. A&R specialist will scan the form to BDMS and email the originating counselor and student.

Student Understands:

If student is using knowledge and skills acquired through experience alone and wants Credit for Prior Learning (CPL) through faculty with subject matter expertise via an evaluation, student understands that:

1. CPL may not be offered for all courses, including where faculty with subject-matter expertise are unavailable
2. Only courses that are active and documented in the catalog may be used for the awarding for CPL
3. Credit Limitation: Credit awarded for CPL shall not exceed 30 units in total from one or more of the CPL methods: Standardized Exams (AP, CLEP, IB, DLPT), Military training, Examination administered by other agencies approved by the District, Evaluation of industry recognized credential documentation, Evaluation of student-created portfolios, and Credit by Examination towards the Associate Degree/Certificate
4. CPL credit will not be awarded if a student has received college credit for the relevant course
5. There are limitations to what the CSU/UC will accept:
 - CLEP and DSST credit is not accepted towards UC admissions - CSU may accept credit
 - Industry credentials/portfolios – To be determined by CSU campuses, not accepted at UC
6. Please allow 1-2 weeks for processing

Student Signature: _____ **Date:** _____



College of the Sequoias

CPL Course Substitution

Local Degrees

Credit Prior Learning (CPL) Course Substitution for Local Degrees/Certificates

Date: _____ Student Name: _____ Student ID: @ _____

Counselor Name: _____ Counselor Signature _____

Major: _____ Catalog Year: _____ Term: _____

COURSE INFORMATION REQUEST:

Subject: _____ Course Number: _____ Units: _____

Joint Service Transcripts (JST) Industry Credential Student Portfolios Other

Through the mastery of the course content as set forth in the Course Outline of Record, the Faculty have reviewed the subject matter and granted **Grade:** _____ or Denied the content as equivalent or More information requested

Subject: _____ Course Number: _____ Units: _____

Joint Service Transcripts (JST) Industry Credential Student Portfolios Other

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Comments:

Faculty Expert(s) Review Signature: _____ Date: _____

Academic Division Chair Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____