

Credit for Prior Learning (CPL) Assessment Petition

Industry Recognized Credential/Student-Created Portfolio/Military Joint Service Transcripts

Definition: The purpose of Credit for Prior Learning is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted. Knowledge and skills acquired through experience alone or by earning industry-recognized credentials are evaluated subjectively by faculty with subject matter expertise.

Eligibility Criteria:

- The student must be currently registered at the College, an active student for the term in which Credit for Prior Learning is requested, and in good standing.
- The course must be listed in the current San Joaquin Delta College Catalog.
- The student may not have previously enrolled at SJDC in the course for which Credit for Prior Learning is requested.

Steps to Request Credit for Prior Learning

Industry-Recognized Credential:

- 1) It is highly recommended the student meet with a Counselor to review eligibility.
- 2) The student will meet with the discipline chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment.
- 3) The student will submit all industry-recognized credential documents to the discipline chair or faculty designee for assessment of Prior Learning.
- 4) The discipline chair or faculty designee will decide if the industry-recognized credential adequately measures mastery of the course content as set forth in the Course Outline of Record.
- 5) The appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment:

- 1) It is highly recommended the student meet with a Counselor to review eligibility.
- 2) It is recommended that the student complete COUN 70 - Portfolio Development.
- 3) The student will meet with the discipline chair or faculty designee to receive further instructions for student-created portfolio assessment.
- 4) The student will submit all portfolio documents to the discipline chair or faculty designee for assessment of Prior Learning.
- 5) The discipline chair or faculty designee will decide whether the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record.
- 6) The appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript.

Military-Joint Service Transcripts:

- 1) It is highly recommended the student meet with a Counselor to review eligibility.
- 2) Official transcripts must be on file in the Admissions and Records Office; (i.e.: JST, SMART, AARTS, CCAF, CGI, DANTES/USAFI, DLIFLC, DMDC, DLPT, DA form 330 or verified copies of DD214 or DD295 military records).
- 3) Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- 4) Elective credit will be determined by Veteran Services.
- 5) The appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript.

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Student Name _____ ID# _____
Last First

Telephone: _____ Delta College Email: _____

I am petitioning for CPL for the _____ for **one** or more of the following reasons:
(Semester/Year)

(Please check which credit you are applying for)

☐ Industry-Recognized Credential ☐ Student-Created Portfolio ☐ Military –Joint Service Transcripts

If the course(s) approved offer(s) an option of either a Letter Grade (A-F) or a Pass/No Pass, please select which option you would like reflected on your official transcript:

☐ Letter Grade (A - F) OR ☐ Pass/No Pass

I acknowledge the requirements above and agree to the guidelines as stated in AP 4235 and corresponding procedures for a CPL Petition:

Student Signature

Date

To be completed by Discipline Chair/Faculty Designee:

Course Name & Dept No. (i.e. Bus 4)	Units	Grade	Indicate Type of Credit Awarded (Industry/Portfolio/Military)	Discipline Chair/Faculty Name	Discipline Chair/Faculty initial of approval

Total # of Units Approved _____

DISCIPLINE CHAIR/FACULTY DESIGNEE NAME (PRINT)

SIGNATURE

DATE

TrAC DEAN 'S NAME (PRINT)

SIGNATURE

DATE

POSTED BY ADMISSIONS & RECORDS

DATE