



Credit for Prior Learning (CPL) Petition

YCCD Board Policy 4235, Credit for Prior Learning allows students to request academic credit for a prior learning experience. Students who believe they meet criteria set forth in board policy should **complete Steps 1 and 2 below** (the light green section) and await notification from the Admissions and Records staff at your YCCD college. **NOTE:** Students who have AP and IP examinations on file will have results posted automatically.

Step 1: Provide your student information (This section to be completed by the student)

TYPE OF CPL REQUESTED: (Please check all that apply)

Credit by Examination

Industry Certification

Student-Created Portfolio

Joint Service Transcripts (Military JSTs)

College Level Exam Program (CLEP)

STUDENT INFORMATION

W NUMBER

LAST NAME

FIRST NAME

MIDDLE INITIAL

TELEPHONE

EMAIL ADDRESS

COURSE SELECTION, RATIONALE, GRADING AND SIGNATURE:

COURSE ID (e.g. MATH 89)

COURSE TITLE FROM THE CURRENT CATALOG

COURSE UNITS (e.g. 4)

RATIONALE FOR REQUEST (Please explain why you believe you are eligible for CPL)

GRADING SYSTEM REQUEST: (Select one)

A-F Grading (be advised that some CPL formats may not allow for A-F grading. Grading system will ultimately be determined at Step 5.)

PASS/NO-PASS Grading

SIGNATURE:

I hereby petition to earn credit for the course listed above in the current college catalog in accordance with YCCD Board Policy 4235, Credit for Prior Learning and certify that the information provided above is correct. I understand that the steps must be completed in order to ensure proper processing of my request.

Please see attached signed original copy. This form filled out for ease of processing (fillable fields) not available on students orig submitted form.

STUDENT SIGNATURE

DATE

Step 2: Email this petition to your YCCD college.

Columbia College students should email this form with Step 1 completed to: ccadmissions@yosemite.edu

MJC students should email this form with Step 1 completed to: MJCSeForms@mjc.edu



Step 3: Eligibility Verification (to be completed by Admissions and Records staff)

The student:

- has a current Columbia College or MJC application on file, as well as an Educational Plan from either institution on file
- is in Good Academic Standing (not on Warning, Probation, or Dismissal)
- is not currently enrolled in the course for which Credit for Prior Learning is being sought
- is not currently enrolled in nor has received credit for a more advanced course in the same subject
- has made a selection for Grading Preference
- has identified a course listed in the current Columbia College or MJC College Catalog
- is not using CPL to satisfy the 12 units in-residence for associate degree from a California Community College

Step 4: Counselor Review (to be completed by a college counselor)

COUNSELOR STATEMENT OF REVIEW:

The student has been advised of any potential complications regarding the use of CPL in lieu of course completion as relates to the student's educational/career/transfer goals:

- I recommend** use of CPL in lieu of course completion
- I do not recommend** use of CPL in lieu of course completion

COUNSELOR NOTES:

COUNSELOR SIGNATURE

DATE

Step 5: Academic Division Notification/Grade Assignment (to be completed by division dean and department faculty CPL designee)

DIVISION DEAN: *I have received this application and notified the faculty designee of this petition for CPL.*

SIGNATURE OF DIVISION DEAN

DATE

DISCIPLINE FACULTY CPL DESIGNEE: *I have reviewed this petition for CPL and will use departmental assessment processes on CPL to make a final determination on this petition within 10 business days of receipt.*

SIGNATURE OF DISCIPLINE FACULTY CPL DESIGNEE

DATE

DISCIPLINE FACULTY CPL DESIGNEE: *I certify that the grade below reflects the degree to which the student demonstrated mastery of the learning outcomes for:*

COURSE ID

SIGNATURE OF DISCIPLINE FACULTY CPL DESIGNEE

DATE

FINAL GRADING SYSTEM USED:

- A-F Grading**
- PASS/NO-PASS Grading**

GRADE/DETERMINATION

<p>FINAL GRADING SYSTEM USED:</p> <ul style="list-style-type: none"> A-F Grading PASS/NO-PASS Grading 	<p>GRADE/DETERMINATION</p>
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FOR ADMISSIONS & RECORDS USE ONLY:

CAMPUS/CATALOG:

TRANSCRIPTED:

COURSE ID:

TECHNICIAN: