



Ventura County Community College District

Credit for Prior Learning Assessment Petition

Student Name: _____ Student ID No. 900 - _____

Mailing Address _____ City _____ St _____ Zip _____ Phone No _____

AP/IB/CLEP: Do not use this petition. Instead, submit your official scores to Admissions and Records Office and schedule an appointment with a counselor to discuss how these will be applied to the VCCCD degree and/or certificate.

HS Articulation: Do not use this petition. Instead, contact the lead college counselor or staff member for high school articulation to confirm completion of articulated coursework and eligibility for college credit, and the credit will be applied to the degree and/or certificate.

Deadline: Approved petitions must be on file with the subject area instructor by **Friday of the tenth week of the semester.** The examination is to be administered following approval of all officials specified below and prior to the last day of the final examination period.

Petition is for the following Credit for Prior Learning (CPL) Assessments.

Check all that apply and refer to page 2 and 3 for more information on each assessment method.

Internal Departmental Examinations (Credit by Exams)

Industry-Recognized Credentials or Licensure: Industry recognized credential documents or license copies must be attached to this petition for assessment of prior learning.

Student-Created Portfolio: Prior to meeting with a counselor, the student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment. After student meets with the department chair or faculty designee, student must meet with a counselor and attach the portfolio documents to this petition for assessment of prior learning.

Military Joint Service Transcripts: Military transcripts must be on file with Admissions and Records Office prior to meeting with a counselor. Refer to Section **IV Credit for Military Service/Training (page 3)** for acceptable documentation:

Limits of Credit for Prior Learning {Apply to all assessment methods, except External Examinations (AP/IB/CLEP) and High School Articulation}:

- Students may apply for Credit for Prior Learning (CPL) for a given course only once.
- Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. Once the Pass/No Pass deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition to change a grade. Other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass, especially for satisfaction of requirements for the major.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.
- Students should be aware that other colleges and universities may not accept credit for prior learning for transfer purposes, including but not limited to meeting pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the credit for prior learning policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- Credits earned through the Credit for Prior Learning process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Internal Department Examination (Credit by Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through Credit for Prior Learning for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.
- Credits acquired by credit for prior learning are not counted in determining the 12 semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degree, which have no limit) or Certificate of Achievement may be applied through Credit for Prior Learning. Additional units may be granted upon review and approval by the VPAA or his/her designee. This limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation)

Student's Signature _____

Date _____



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Additional information on CPL Assessment

I. Internal Department Examinations (Locally Administered Examinations)

- a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Internal Departmental Examination is permitted for the course. See the Courses Excluded from Internal Departmental Examination list maintained by each District College. Credit will be awarded with a letter grade and/or P/NP (if the latter is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average.
- b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.
- c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002.
- d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.

II. Industry-Recognized Credentials or Licensure Documentation

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- c) If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
 - The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
 - If the department chair or faculty designee determines the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

III. Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- a) The department approved portfolio assessment rubric for the course is on file.
- b) The student shall complete the Credit for Prior Learning assessment petition.
- c) The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- d) The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- e) If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript.



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IV. Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- c) Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- d) Students who submit evidence of completion of Basic Military Training on a DD 214 or DD 295, whether they were in active service or in the National Guard or Reserves, will have fulfilled local health education and kinesiology activity graduation requirements and will have satisfied the CSU GE-Breadth area E requirement.
- e) Students will be awarded units according to current ACE recommendations:
 - Army recruits will receive a total of 6 semester units
 - Navy recruits will receive a total of 9 semester units
 - Marine Corps – Basic Infantry recruits will receive 8 semester units
 - Air Force recruits will receive a total of 4 semester units
 - Coast Guard recruits will receive a total of 8 semester units
- o Health and Kinesiology discipline faculty will determine which specific courses to assign as equivalent for the transcript. Faculty will choose courses that provide credit toward CSU GE-Breadth area E and:
 - A minimum of 2 units of HED
 - A minimum of 1 unit of PE/Kinesiology
- o Discipline faculty will assign either specific course or elective credit for any remaining units to meet the minimum totals recommended by ACE above.



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TO BE COMPLETED BY COUNSELOR

Certificate Degree Proficiency Award. Major _____ Catalog Year _____
 Planned Graduation Date _____ CPL Assessment Process Selected: _____
 Petitioned Course ID # and Subject _____ Units _____
 Grade Option: ____ Letter Grade ____ *P/NP.

*** The P/NP grading option is only available for courses that offer this grading option. Student is aware of the P/NP credit limitation for VCCCD and/or intended transfer institution.**

Other Colleges Attended _____

The petitioning student:	Yes	No	N/A
Is admitted to the college where the CPL course is currently being offered.			
Is in good academic standing (not on academic and progress probation or dismissal)			
Has submitted transcripts of all previous course work to verify that college credit have not been earned in more advanced subject-matter and the student has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent) in the course seeking CPL.			
Is attempting to receive credit for this course through the Internal Departmental Examination process for the first time at this or any other college within VCCCD.			
Credit for Military Service/Training: Are official transcript on file in the Admissions and Records Office?			
Industry-Recognized Credentials or Licensure Documentation: Are all industry recognized credential documents or license copies attached to this petition for assessment of CPL?			
Student-Created Portfolio Assessment: Are all portfolio documents attached to this petition for assessment of CPL?			

Counselor Name _____ Signature _____ Date: _____

SUBJECT AREA INSTRUCTOR AND DEAN APPROVAL

PETITION ACTION: CPL Assessment Petition Status *Approve Disapprove*

Instructor Name: _____ Signature _____ Date: _____

Division Dean* _____ Signature _____ Date: _____

***Dean, please return the petition to the instructor to initiate the CPL assessment process. If petition is disapproved by any of the above, please write a reason below and forward the petition to A&R for processing.**

Reason for disapproval, if checked:

CPL RESULT: Date of CPL assessment completion: _____ Grade Earned/Received: _____

Notes: _____

Instructor Name: _____ Signature: _____ Date: _____

Division Dean: _____ Signature: _____ Date: _____

Return the completed CPL Assessment Petition to A&R for processing.