

COLLEGE OF THE CANYONS  
Credit for Prior Learning

**STEP 1 - TOP PORTION TO BE COMPLETED BY STUDENT**

_____ Last	_____ First	_____ Middle	_____ ID Number
_____ Street Address			_____ COC Email
_____ City	_____ State	_____ Zip	_____ Phone Number

**STEP 2 – STUDENT MEETS WITH A COUNSELOR**

Academic Standing:  Currently Enrolled:  Reviewed Plan:  Prerequisites Checked:

Course Name \_\_\_\_\_ Counselor \_\_\_\_\_

**STEP 3 – STUDENT MEETS WITH LEAD FACULTY**

Lead Faculty Approval: \_\_\_\_\_ Date Contacted A&R for enrollment: \_\_\_\_\_

**STEP 4 – STUDENT MUST SUBMIT FORM TO SBO FOR PAYMENT OF FEE\***

\* This is a non-refundable fee payment.

Unit Value: \_\_\_\_\_ Fee Total Paid \_\_\_\_\_ Student Business Office Signature: \_\_\_\_\_

**STEP 5 – STUDENT MUST SUBMIT FORM TO INSTRUCTOR ADMINISTERING EXAM**

\_\_\_\_\_  
Instructor of Record

\_\_\_\_\_  
Date of Assessment and Signature of Instructor

\_\_\_\_\_  
Course Name & Term

\_\_\_\_\_  
Grade Received

**STEP 6 – STUDENT AGREEMENT**

Agree to have grade posted to transcript:  Decline Credit for Prior Learning:  Appeal:

*I hereby petition to take the above named course in accordance with the rules governing Credit for Prior Learning.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**STEP 6 – ADMISSIONS AND RECORDS PROCESSED**

\_\_\_\_\_  
Date Submitted to Admissions and Records by Faculty Member

\_\_\_\_\_  
Processed by in Admissions and Records

Notes: \_\_\_\_\_

**DISTRIBUTION:** White: A & R  
Canary: Instructor Copy

Pink: Student upon payment  
Goldenrod: Bursar

A&R 071 Credit By Exam  
12/15/2020

# COLLEGE OF THE CANYONS

## Credit for Prior Learning

### Credit for Prior Learning, Board Policy 4235

4235.1 Credit for Prior Learning (CPL) may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college.

4235.3 To be eligible for CPL, an individual must:

- Be registered at the College in at least one unit or noncredit course.
- Be in good standing or have no standing.
- Request CPL for a course listed in the District's current course catalog.
- Have satisfied the prerequisites and other enrollment requirements for the particular course for which CPL is requested.
- Have paid CPL fees prior to completing the assessment. Fees are non-refundable.
- Not be currently enrolled in the course for which they request CPL.
- Not have requested CPL for the same course previously at the District (although the individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP).

4235.4 Units earned by CPL:

- Shall not be considered units completed in residence towards a certificate or degree.
- Shall not be used for enrollment verification or reports to insurance companies or other similar agencies.
- May count toward major or general education coursework for the associate degree or certificate or as elective units.
- Are inapplicable toward satisfaction of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits and/or Financial Aid.
- Shall be clearly annotated on the student's academic record to reflect that they were earned as CPL.

4235.6 To receive CPL credit, a student must submit one of the following to the Office of Admissions and Records:

- The Advanced Placement (AP) score through official high school transcript or from the College Board.
- The College Level Examination Program (CLEP) official record.
- The International Baccalaureate (IB) program official record.
- The Joint Services Transcripts. Veteran students will be informed of the CPL policy.
- For all other forms of assessment, the Credit for Prior Learning Form ("CPL Form").
  - The CPL Form will be initiated by the student. The student will first meet with a counselor to determine if CPL aligns with their educational plan.
  - After discussion with a counselor, the student will meet with a discipline faculty member. The faculty member will discuss the merits of CPL with the student and explain the assessment instrument used to determine course credit.
  - If the student determines they want to move forward with CPL, the student must ensure that the faculty member who approved administration of the assessment inform Admissions and Records.
  - Admissions and Records will charge the student the CPL fee.
  - The student must submit the CPL Form to the Student Business Office and pay for the CPL fee, equated to the enrollment fee per unit, prior to assessment.
  - The student will then submit the CPL Form to the discipline faculty administering the assessment. Once the assessment is complete, the faculty member will inform the student of the grade earned.
  - The student will indicate their acceptance, decline, or appeal on the CPL Form prior to its submission to the Admissions and Records office.
  - The faculty will forward the final CPL Form to the Admissions and Records office.

4235.7 High School Students

High school students enrolled in an approved high school articulated course with the Santa Clarita Community College District may be awarded college credit via Credit for Prior Learning.

- Students must have the Petition for Credit of Articulated Coursework for High School Students, received from the high school, completed and turned in to the Admissions and Records office after completing the course at the high school.
- Credit for the course will be given at the time the student completes the high school articulated course with the Santa Clarita Community College District and will appear on the student's official transcript of record. The course will be notated with a letter grade and a CE for Credit for Prior Learning.