



**Credit for Prior Learning
COURSE EQUIVALENCY**

Also refer to LACCD Board Policy BP 4235 and Administrative Procedure AP 4235.

Credit for Prior Learning (CPL) is a way to earn credit for knowledge, skills, and competencies you acquired through activities such as military or industry training and experience. CPL can be awarded as units toward electives, LACCD general education areas, and CSU general education areas. It can also be awarded as course equivalency. (Note: The UC only accepts course equivalency by credit by exam.) There are no fees for CPL, and there is no limit to the total units that may be earned via CPL. However, such units do not count toward residency, full-time status, or financial aid status. Consult your counselor to find out if you are eligible for CPL.

If applicable, use this form to petition for CPL course equivalency. (Note: This is different from transfer credit.)

- Complete one form for each course for which you want to earn CPL and submit it per college instructions.
- Provide any requested supporting documents.
- Complete any exams or assessments you are requested to complete.

Here's what happens next:

- If your petition is approved, you will be asked if you accept the result. Credit will be applied to the term in which your acceptance is received.
- If denied, you will be informed of the reason.
- You may appeal a result or denial by resubmitting your petition with additional documentation addressing the reason.

Last Name	First Name	LACCD Student ID#

Course for which you want to earn CPL (Subject, Number, and Title)

Grading Method: If the above course offers a choice of grading method, which would you prefer?

For official use only:

Action	Date	Processed by (Name/Role):	Detail
Received			
Evidence* Requested			
Evidence Received			The evidence was received/is available.
Evidence Evaluated*			
Result Accepted			The student accepted the result.
Section Created			
Credit Entered			

*As specified in the Course Outline of Record (COR). Officers who are not discipline faculty are authorized to evaluate evidence types 1, 2, and 3 per the specifications in the COR. Evidence types 4 and 5 must be evaluated by discipline faculty according to the method/rubric specified in the COR.



Petition for Credit for Prior Learning
COURSE EQUIVALENT RESULT ACCEPTANCE

You submitted the following petition for credit for prior learning:

Last Name	
First Name	
LACCD Student ID#	
Course	
Grading Method Preference (if selected)	

Here is the result:

1. Petition Received		
2. Evidence Requested		
3. Evidence Received		The evidence was received/available.
4. Evidence Evaluated		

Your options:

- If you accept the above result, the course and grade shown will be added to your transcript with a notation indicating that it was earned through credit for prior learning. This will be applied at the college to which the petition was submitted in the term in which this acceptance is received.
- If you do not accept the result or do not complete this form, no action will occur and your transcript will not be affected.
- If you wish to petition the result or denial, you may resubmit your petition with additional information or documentation that addresses the result or the denial reason.

Do you accept the result shown in row 4 above?

Please sign or retype your name here to acknowledge your choice:

Please enter the date you acknowledged the above:

The following is not intended to be part of the above form:

CPL awarded as units toward electives, LACCD general education areas, CSU general education areas, IGETC area 6A (from the Defense Language Institute) or in any way other than course equivalency can be applied by a counselor or appropriate officer per AP 4235 and does not require the use of this petition. This petition is only required for awarding CPL as course equivalency.

Business Processes to be Developed by the College:

1. How will students be informed about the availability of CPL?
2. How will the petition form be made available?
3. Where/how will students submit the petition form and any supporting documents?
4. Who will be responsible for each of the following tasks required to process the petition?
 - a. Receive the form
 - b. Examine the course outline of record to determine:
 - i. If the course is eligible for CPL
 - ii. If the course allows a choice of grading method
 - iii. What evidence the student must provide
 - iv. How and by whom the evidence must be evaluated
 - v. How will the student's acceptance of the result be acquired and stored
 - c. Contact the student to request any required evidence (and how)
 - d. Transmit that evidence to those who must evaluate it
 - e. Evaluate the evidence per the COR
 - f. Document the result
 - g. Contact the student to ask if they accept the result
 - h. For approved credit: create the course section* in which students will be enrolled
 - i. Enter the resulting grade for the student(s) enrolled in that section
 - j. Notate the student's transcript to indicate that credit was awarded via CPL
5. How will the form be stored for reference?

*CPL sections must be coded so that they do not charge any fees or tuition and are not apportionment generating.

Many of the above are likely already in place at the college. However, given the anticipated increase in number of courses eligible and also the expansion of evidence types that might be specified in the COR, some additional processes and/or capacity may be needed.

Please notify EPIE if any additional officer(s) need access to a part of the SIS in order to perform any of the above tasks. Also indicate if training on that part of the SIS is required.