

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.

Industry-Recognized Credential:

- It is highly recommended the student meet with a Counselor to review eligibility.
- The student will meet with the discipline chair or faculty designee to receive further instructions for industry-recognized credential(s) assessment.
- The student will submit all industry-recognized credential documents to the discipline chair or faculty designee for assessment of Prior Learning.
- 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.
- 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:

- It is highly recommended the student meet with a Counselor to review eligibility.
- It is recommended that the student complete COUN 70 - Portfolio Development.
- The student will meet with the discipline chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student will submit all portfolio documents to the discipline chair or faculty designee for assessment of Prior Learning.
- 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.
- 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:

- It is highly recommended the student meet with a Counselor to review eligibility.
- 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).
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- Elective credit will be determined by Veteran Services.
- 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.

Credit for Prior Learning (CPL) Assessment Petition
Industry Recognized Credential/Student-Created Portfolio/Military Joint Service Transcripts

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

POSTED BY ADMISSIONS & RECORDS DATE