



# CREDIT FOR PRIOR LEARNING

## Industry-Recognized Credential/Student Portfolio

### SECTION I: STUDENT INFORMATION

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*In the chart below, please identify **the course(s) for which you are requesting credit for prior learning**. Also, please check the appropriate boxes to indicate **how you would like to demonstrate prior learning** and to indicate your **grade basis selection**. (Please complete an additional form if you need more space to identify the courses.)*

(Please select only one method)

(Please select only one grade basis)

Course Number and Title	Industry Credential	Student Portfolio	A-F grade	Pass/No Pass
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** For current students, an educational plan must be on file for credit to be awarded for prior learning; please indicate below whether or not you have attached a copy of your educational plan at this time.

- I have attached a copy of my comprehensive educational plan to this petition.
- I will submit a copy of my comprehensive educational plan at a later date. I acknowledge that I will not be awarded credit for any successful examination until I have submitted a copy of the plan to the Admissions & Records Office.

I hereby petition for credit for prior learning in accordance with Cerritos College Board Policy 4235 and Administrative Procedure 4235.

I acknowledge that credit awarded for prior learning is not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, or Social Security benefits. I also acknowledge that credit awarded for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree at Cerritos College.

I acknowledge that credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. I assume responsibility for consulting with a counselor regarding transfer requirements at particular institutions.

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

Date: \_\_\_\_\_



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### SECTION II: DEPARTMENT APPROVAL

- I attest that the student indicated above has consulted with the department and has been approved to submit documentation for department faculty to review for credit for prior learning.
- For assessment of Student Portfolios:** Please check this box to attest that the department has approved and maintains documentation of (a) course-specific rubric(s) to assess portfolios for credit.

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION III: ELIGIBILITY VERIFICATION (Completed by the Admissions & Records Office)

- Student must have previously earned credit or completed noncredit coursework at the District or be currently admitted to the District. High school students petitioning to receive credit for successfully completing high school coursework that has been formally articulated with a Cerritos College course are exempt from this requirement.
- Student must be in good standing at the College.
- The student is not currently enrolled in or has not previously earned credit for the course to be challenged.

Printed Name of Person Verifying Eligibility: \_\_\_\_\_

Signature of Person Verifying Eligibility: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION IV: GRADE RECOMMENDED BASED ON SUBMISSION REVIEW

NOTE: The department should retain a copy of the review of submitted materials in the department/division office in accordance with college policy regarding the maintenance of student records.

Examination Grade: \_\_\_\_\_ Examination Date: \_\_\_\_\_

Reviewing Instructor Name: \_\_\_\_\_

Reviewing Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Cerritos College A&R Office Use Only

Processed By: \_\_\_\_\_

Date Form Processed: \_\_\_\_\_



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### ***General Student Information***

1. If you are interested in receiving credit for prior learning, you should first consult with the appropriate academic department to discuss the steps involved in the process. A list of academic departments is available on the Cerritos College website at <https://www.cerritos.edu/academics/academic-divisions/default.htm>.
2. Upon consultation with the department, you will need to complete *Section I: Student Information* of this Credit for Prior Learning form to provide information about the method of prior learning (i.e., industry-recognized credential; student portfolio) and your grade basis selection (i.e., A-F grading; Pass/No Pass). You should submit the form to the academic department upon completion of Section I.
3. You must complete *Section I: Student Information* of the Credit for Prior Learning form and submit your completed form to the Admissions & Records Office via email to [admissions-info@cerritos.edu](mailto:admissions-info@cerritos.edu). Please refer to the current Schedule of Classes for a list of courses that are eligible for Pass/No Pass grading. ***NOTE: You may submit a petition without attaching an educational plan; however, credit for prior learning will not be awarded until you have submitted a comprehensive educational plan to the Admissions & Records Office.***
4. Upon receipt of your form (with *Section I* completed), the department Chair will complete *Section II: Department Approval* to document department approval for you to submit the credential(s) or portfolio for faculty review. The department will contact you directly to make arrangements for you to submit your documentation.
5. The academic department will also forward the Credit for Prior Learning form to the Admissions & Records Office to start the process of verifying eligibility and grade basis selection in *Section III: Eligibility Verification*.
6. If the eligibility criteria are met, Admissions & Records will sign off on the Credit for Prior Learning form and return it to the appropriate academic department so that the date of review and the recommended grade can be documented on the form in *Section IV: Grade Recommended Based On Submission Review* after the review has been completed.
7. If the eligibility criteria are not met or if Admissions & Records Office is unable to verify eligibility, the academic department will be informed and the department Chair will notify you accordingly.
8. After your credential/portfolio documentation has been reviewed by the department, the faculty reviewer will record the date of the review and the grade recommended in *Section IV: Grade Recommended Based On Submission Review*. The petition must be signed by both the instructor and the department Chair before it can be submitted to the Admissions & Records Office for processing. ***NOTE: If you have not already submitted a copy of your comprehensive educational plan to the Admissions & Records Office, you should submit it via email to [admissions-info@cerritos.edu](mailto:admissions-info@cerritos.edu) at this time; course credit will not be awarded until you have a comprehensive educational plan on file.***
9. Upon receipt of the completed petition with all of the required signatures, the Admissions & Records Office will post the assigned grade to your student record. ***NOTE: The grade assigned by the reviewer is considered final; however, students have the opportunity to appeal the assigned grade in accordance with Administrative Procedure 4231(Grade Changes).***