



Definition: Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. Victor Valley College students may receive college credit for courses listed as eligible for Credit for Prior Learning (CPL) through the following methods:

- Achievement of a satisfactory score on the following approved standardized examinations: Advanced Placement (AP) examination, International Baccalaureate (IB) examination, or College Level Examination Program (CLEP)
- Evaluation of military service/training
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Achievement of an industry examination administered by other agencies
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

Student Name (Last, First):	VVC ID #:
VVC E-mail:	Telephone:
I am petitioning for Credit for Prior Learning during _____ and affirm that I am eligible based on the requirements outlined in AP 4235. <i>Term/Year</i>	
Student Signature: _____	Date: _____

STUDENT PETITION PROCESS: Complete the seven (7) steps below.

<input type="checkbox"/> STEP 1	Verify that the course is eligible for credit by examination and offered in the current semester. (Student should not enroll in the course.) Students should work with a Counselor for assistance with this petition (signature below).
<input type="checkbox"/> STEP 2	Fill out the CPL Petition Form (1 form per division). Attach applicable supporting documentation, such as, official or unofficial transcripts, including successful completion of AP, IB, or CLEP examinations; military service credits or verified copies of DD 214 or DD 295; industry recognized credentials; or student-created portfolio. <u>Official transcripts and military records must be on file with the Admissions and Records Office.</u> The petition will not be processed without appropriate supporting documentation.
<input type="checkbox"/> STEP 3	Obtain the signature of the appropriate Program/Department Coordinator. For petitions for Credit by Examination, the program/department coordinator will consult with discipline faculty to determine the appropriate examination.
<input type="checkbox"/> STEP 4	For Credit by Examination or Portfolio only: Obtain the signature of the Division Dean
<input type="checkbox"/> STEP 5	For Credit by Examination only: Pay the appropriate enrollment fees for the course at the Cashier’s Window of the Business Office <div style="margin-left: 20px;"> 5.a. For Credit by Examination only: Attach receipt verifying payment of fees to the form and return the form to the division office. 5.b. For Credit by Examination only: Take the exam on the date and time arranged by the program/department coordinator. </div>
<input type="checkbox"/> STEP 6	Return the petition to the program/department coordinator to record the grade. Students will receive the letter grade earned on the examination/evaluation or a Pass/No Pass if the option is available for the course.
<input type="checkbox"/> STEP 7	Submit the completed petition to the Admissions and Records Office

Counselor signature: _____ **Date:** _____

Petition for Credit for Prior Learning

PROGRAM/DEPARTMENT COORDINATOR APPROVAL: Complete the information on courses for which student is seeking credit.

Course #	Course Title	Units	Name of Faculty Discipline Expert	Initial, if CPL Proposal is approved	Date

Supporting Documents to determine CPL

Total Number of Courses Requested: _____

INITIAL CPL APPROVAL

Program/Department Coordinator: _____ Date: _____
Print Name and Signature

APPROVAL FOR EXAMINATION/PORTFOLIO REVIEW

Division Dean: _____ Date: _____
Print Name and Signature

CASHIER'S OFFICE:

Fees:	Initial:	Date:
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Note: A copy of the receipt must be submitted with this petition.

CREDIT FOR PRIOR LEARNING APPROVAL

To be completed by program/department coordinator or faculty discipline expert

Course #	Course Title	Units, if approved	Grade	Name of Faculty Discipline Expert	Signature of Faculty Discipline Expert

Total Number of Courses Approved: _____

FINAL AWARD OF CPL

Program/Department Coordinator: _____ Date: _____
Print Name and Signature

Petition for Credit for Prior Learning

ADMISSIONS & RECORDS OFFICE

The Admissions & Records Office transcribes the earned credit. Students will receive confirmation of the approved petition via e-mail.

Processed by: _____

Date: _____

Print Name and Signature