

# Credit for Prior Learning Student Petition

**Definition:** Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. College of Marin 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)

Please identify one from below:

- 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

**Note:** CPL identified courses are not currently listed in the college catalog, but the college will work toward including this list.

External Exam Credit policies for general education are published in the College Catalog. Application of external exam credit (e.g. standardized exams) for GE does not require students to submit a petition.

## STUDENT PETITION PROCESS: COMPLETE THE SIX STEPS BELOW.

**Please note:** Credit for Prior Learning must be recommended by a faculty subject matter expert who normally teaches the course. If the department chair does not have subject matter expertise, then a faculty designee with subject matter expertise shall be appointed.

<b>Step 1</b>	Verify that the course is eligible for credit for prior learning and offered in the current semester (Student should not enroll in the course). Students should work with a counselor for assistance with the petition.
<b>Step 2</b>	Complete the CPL Petition Form. Attach applicable supporting documentation, such as official/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.  Official transcripts and military records must be on file with the Enrollment Services Office.  <b>The petition will not be processed without appropriate supporting documentation.</b>
<b>Step 3</b>	Obtain the signature of the appropriate Department Chair/Program Coordinator. For petitions for Credit by Examination, the department chair/program coordinator will consult with discipline faculty to determine the appropriate examination.
<b>Step 4</b>	<b>For Credit by Examination or Portfolio only:</b> Obtain the signature of the Faculty Expert/Designee/Department Chair
<b>Step 5</b>	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.
<b>Step 6</b>	Submit the completed petition to the Enrollment Services Office.

**Credit for Prior Learning Student Petition**

<b>Credit for Prior Learning Approval (to be completed by discipline faculty expert)</b>					
Course Number	Course Title	Units	Grade	Name of Faculty	Signature and Date

Attach Supporting Documents to determine CPL

<b>Final Department-level Approval</b>
Department Chair/program coordinator name, signature, and date:  _____

<b>Enrollment Services Office</b>
Enrollment Services transcribes the earned credit and students will receive confirmation of the approved petition by email in the MyCOM portal.
Processed by (name, signature and date):  _____