

# CREDIT FOR PRIOR LEARNING PETITION INSTRUCTIONS



## ELIGIBILITY REQUIREMENTS

A student must satisfy **ALL** of the following:

1. Be currently registered in at least one other graded course.
2. Be in good academic standing (minimum 2.0 GPA) and maintain a non-probationary status.
3. Not be currently enrolled in the course being petitioned or have previous college credit for the course. Credit will not be awarded if the course is a prerequisite for another course already completed.
4. Not have received more than 15 units at Southwestern College through credit for prior learning. Students are limited to earning credit through CPL to two courses a semester or one course in the summer.

Student will be given the option of choosing to receive a letter grade OR Pass/No Pass credit at the end of the semester. The transcript will be annotated to indicate that the course was by CPL and the credit option cannot be changed at a later time.

**NOTE:** Students transferring to colleges and universities should check those institution's policies on acceptance of course credit earned through CPL. Credits earned through CPL are not accepted for meeting the unit load enrollment requirement for VA, social security benefits, financial aid, cooperative education, or for satisfying graduation residence requirements.

## CHECK OFF LIST & TIMELINES FOR STUDENTS

A student must comply **ALL** the following:

- ☐ **VERIFY COURSE IS ELIGIBLE FOR CPL**  
Verify the course is eligible for credit for prior learning by visiting the [SWC Catalog](#) or contacting the school office or department chair.
- ☐ **SUBMIT PETITION**  
Complete the top portion only and file petition with the Placement and Prerequisites Center (Room 68-107) prior to the end of the sixth week of the semester. Petitions may also be emailed to [rbeach@swccd.edu](mailto:rbeach@swccd.edu). Students must submit a separate petition for each course they wish to receive credit.
- ☐ **SIGN PETITION**  
Monitor your SWC email to sign the petition once it has been routed to the appropriate department via Adobe Sign.
- ☐ **OBTAIN PROPER SIGNATURES**  
By the eighth week of the semester, obtain approval signature from the evaluating instructor or department. For Portfolios or Credit by Exam, report to Department Chair/Dean responsible for the course being challenged. Arrangements for assessment will be made at that time.

**For more information, visit the [SWC Credit for Prior Learning website](#) or contact CPL faculty lead Randy Beach at [rbeach@swccd.edu](mailto:rbeach@swccd.edu).**



# CREDIT FOR PRIOR LEARNING PETITION

Semester/Session (Check one): ☐ Fall ☐ Spring ☐ Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
LAST NAME FIRST MIDDLE

Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Course to award credit: \_\_\_\_\_ School: \_\_\_\_\_

Method of CPL Assessment: \_\_\_\_\_

Units: \_\_\_\_\_ With the following Grading Method: ☐ PASS/NO PASS OR ☐ LETTER GRADE (A, B, C, D, F)

*I have read the eligibility requirements for credit for prior learning and hereby request to be awarded credit for the course above.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## ADMISSIONS ELIGIBILITY VERIFICATION (For District Staff Only)

☐ Registered in another credit course at Southwestern College.

☐ Has a current Student Education Plan on file.

☐ Is in good academic standing and/or 2.0 cumulative GPA.

☐ Previously enrolled and received substandard grade of \_\_\_\_\_

☐ Has not received credit for a higher level course at SWC.

☐ Has not completed more than 15 units by credit examination and/  
or more than two courses this semester (1 course for summer).

Not enrolled in the requested course. ☐

Eligible ☐

Not Eligible ☐

\_\_\_\_\_  
Verified by

\_\_\_\_\_  
Date

## DEPARTMENT APPROVAL (For Faculty Only)

### INSTRUCTOR APPROVAL:

\_\_\_\_\_  
LAST NAME

\_\_\_\_\_  
FIRST

\_\_\_\_\_  
Instructor's signature

**STUDENT AGREEMENT:** *I understand that if I fail to show for an assessment I will be assigned a no pass grade for the course.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**CHAIR/DEAN/DEPT. APPROVAL:** ☐ APPROVED ☐ DENIED \_\_\_\_\_

\_\_\_\_\_  
School Chair/Dean/Dept. Signature

\_\_\_\_\_  
Date

## GRADE ASSIGNMENT/PAYMENT (For District Staff Only)

CREDIT ASSIGNED: ☐ PASS ☐ NO PASS OR GRADE ASSIGNED: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CREDIT POSTED: ☐ NCRS ☐ STAC

Admissions Staff: \_\_\_\_\_ Date: \_\_\_\_\_

### CASHIER USE ONLY

Course Fee: \_\_\_\_\_

Other (Non-R): \_\_\_\_\_

Total Payment: \_\_\_\_\_

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