CREDIT FOR PRIOR LEARNING (CPL) CURRICULUM APPROVAL PROCESS

FACULTY MEMBER ADDS CPL TO COURSE VIA CURRICULUM MANAGEMENT SYSTEM

Courses may be proposed and approved to be offered through CPL via the curriculum review and approval process when a course is being developed or revised. Each college approved to offer a designated course via CPL must be identified in the curriculum documentation;

STUDENT INITIATED PETITION FOR CPL FOR A COURSE NOT ON THE APPROVED LIST

If a student submits a Credit for Prior Learning Petition for a course that is not on the approved list:

STEP 1:
Campus Evaluations Office cancels the CPL request in JIRA and add the following statement: “This course is not approved for credit for prior learning. Your request is being researched.”

STEP2:
The cancelled request SRV number is emailed to District Evaluations

STEP 3:
District Evaluations reviews the request along with any documents attached by the student/college

STEP 4:
Courses with CSU and/or UC transferability are forwarded to the Articulation Officers for review

STEP 5:
If the Articulation Officers have concerns about transferability, they should ask to have it added to the District Articulation Council (DAC) for discussion

STEP 6A:
If AO(s) deny the request, a notification is sent to the Evaluators informing them the course has been denied. The evaluators email the student to notify them that the course is not eligible for CPL

STEP 6B:
If the AOs approve, the request is forwarded to the college CPL Coordinator

STEP 7:
The CPL Coordinator meets with the faculty member to discuss CPL opportunities. If the course is offered at another college, the faculty member must consult with faculty from the colleges that offer the course.

STEP 8A.
If the faculty member(s) denies the request, a notification is sent to the Evaluators informing them the course has been denied. The evaluators notify the student that the discipline faculty have determined that the course is not eligible for CPL.

STEP 8B:
If the faculty member(s) approve(s) the request, the petition is forwarded to the Curriculum Chair(s) at the college where the course is offered.

STEP 9:
The Curriculum Chair(s) adds the course, ~~and~~ with the pertinent CPL details (i.e., type, documentation required, etc.), to the CRC agenda for review and approval

STEP 10A: If the Curriculum Committee denies the CPL, a notification is sent to the Evaluators informing them the course has been denied. The Evaluators notify the student that the course is not eligible for CPL.

STEP 10.B. If the Curriculum Committee approves the course, it is forwarded to CIC for approval

STEP 11.A. If CIC denies the CPL, a notification is sent to the Evaluators informing them the course has been denied. The Evaluators notify the student that the course is not eligible for CPL.

STEP 11B: If CIC approves the CPL, the course is added to the curriculum management system and the CPL List by District Instructional Services

STEP 12: The faculty member and evaluators are notified the course has been added to the list

STEP 13: The Evaluators notify the student that the course has been approved for CPL and to resubmit their petition via JIRA

STEP 14: Follow the appropriate process based on the type of CPL.

Note: Courses on the CPL list may be revised via the curriculum approval process. CPL may be removed or if a college activates a course they may choose if they want to offer Credit by Exam (CBE) or portfolio. All other types of CPL remain unless they are removed by discipline faculty.

FACULTY INITIATED PETITION FOR CPL FOR A COURSE NOT ON THE APPROVED LIST

If a faculty member wants to add CPL to a course that is not on the approved list:

STEP 1:
If the course is offered at another college, the faculty member must consult with faculty from the colleges that offer the course.

STEP 2:
If all faculty agree the course is eligible for CPL, faculty member(s) submit a request to the campus CPL Coordinator to add CPL to a course that is not on the approved list.

Note: Request should include course subject and number, type(s) of CPL, any documentation required (if applicable).

STEP 3:
CPL Coordinator forwards the request to the Articulation Officer for review.

STEP 4:
If the Articulation Officers have concerns about transferability, they should ask to have it added to the District Articulation Council (DAC) for discussion

STEP 5A:
If AO(s) deny the request, a notification is sent to the faculty member and CPL Coordinator informing them the course has been denied.

STEP 5B:
If the AOs approve, the request is forwarded to the college CPL Coordinator

STEP 6:
The College CPL Coordinator(s) notify the Curriculum Chair(s) at the college where the course is offered the course is ready to be submitted to curriculum committee approval.

STEP 7:
The Curriculum Chair(s) adds the course, ~~and~~ with the pertinent CPL details (i.e., type, documentation required, etc.), to the CRC agenda for review and approval

STEP 8A: If the Curriculum Committee denies the CPL, a notification is sent to the Campus CPL Coordinator notifying them the course has been denied. The CPL Coordinator notifies the faculty member that the course is not eligible for CPL.

STEP 8B. If the Curriculum Committee approves the course, it is forwarded to CIC for approval

STEP 11 If CIC denies the CPL, a notification is sent to the Campus CPL Coordinator notifying them the course has been denied. The CPL Coordinator notifies the faculty member that the course is not eligible for CPL.

STEP 11B: If CIC approves the CPL, the course is added to the curriculum management system and the CPL List by District Instructional Services

STEP 12: The faculty member and campus CPL Coordinator(s) are notified the course has been added to the CPL list.

Note: Courses on the CPL list may be revised via the curriculum approval process. CPL may be removed or if a college activates a course they may choose if they want to offer Credit by Exam (CBE) or portfolio. All other types of CPL remain unless they are removed by discipline faculty.