

***Indicates required field**

Term* Summer Fall Winter Spring 20_____

STUDENTS: PLEASE READ INSTRUCTIONS ON REVERSE SIDE BEFORE FILLING OUT SECTION 1

1. TO BE COMPLETED BY STUDENT

Student ID* _____ Birthdate* _____

Student Name* _____
First *MI* *Last*

Phone* _____ Email* _____

I wish to make a formal request to challenge the course listed below:

Course Prefix/Number* _____ -97 Course Title* _____ Credits* _____

My reason for this request is: _____

I understand and agree to the CPL Policies and Procedure on the reverse side of this form.

Student Signature* _____ Date _____

2. TO BE COMPLETED BY DEPARTMENT CHAIR

I approve this student to seek Challenge Exam credit for the course listed above.

Department Chair Signature* _____ Date _____

3. TO BE COMPLETED BY REGISTRATION & RECORDS

Total Fees _____ Date _____
Non-AR Code: CHLNG

Receipt No. _____ Initials _____

4. TO BE COMPLETED BY DEPARTMENT/DIVISION

Challenge Exam Date _____ Grade* _____ Comments _____

Instructor of Record _____ Date _____
First *Last*

Dean Signature* _____ Date _____

Course section has been created by Curriculum and Scheduling office*

5. TO BE COMPLETED BY REGISTRATION & RECORDS

Date Registered _____ Date Grade Entered _____

Date Student Contacted _____ Staff Initials _____

Credit for Prior Learning (CPL) Policies:

1. No more than 25% of degree or certificate requirements can be satisfied by CPL.
2. Departments may exempt courses from CPL.
3. Credit for a course is granted on the recommendation of a faculty member approved to teach that course.
4. The recommending faculty member approves the awarding of credit for a particular course based on either:
 - a. A direct assessment by the faculty member of a student's achievement (this might include consideration of how a student performed on external assessments); OR
 - b. Department/program guidelines. Faculty will propose departmental standards for granting students credit for an acceptable level of performance on externally administered assessment(s). If such guidelines have been adopted and published by the department, credit will be granted based on the guidelines.
5. To earn credit, a student must, at a minimum, document achievement of the student learning outcomes associated with the course at a level similar to a student passing the course with a grade of C or better. (Departments may set this threshold higher at their discretion.)
6. Only enrolled students can receive CPL. To be considered an "enrolled student" at CCC for this purpose, a student must **either**:
 - a. Complete a minimum of 3 non-CPL credits at CCC during the quarter in which CPL is requested; **OR**
 - b. Have received a minimum of 12 non-CPL credits from CCC in previous terms.
7. Departments may use any combination of the following formats to assess and document student competencies in order to decide whether CPL credit should be granted:
 - a. CCC-administered assessments: Portfolio, Challenge Exam (produced by department), Performance Assessment (produced by department), or any combination of these
 - b. Externally administered postsecondary assessments (such as CLEP), ACE transcribed credit, or industry certification
 - c. Externally administered secondary assessments, such as Advanced Placement (AP) Exam or International Baccalaureate (IB) Exam
8. How CPL credit is graded and transcribed:
 - a. Successfully earned CPL will be noted with a grade of either A-C or Pass at the department's discretion.
 - b. Credits earned via CPL will always include a CPL notation on the student's transcript.
9. Students may request CPL for the same course more than once.
10. Students may not request CPL for a course they have already taken or received transfer credit for at CCC.
11. **CPL credit will not be covered by financial aid funds or tuition waivers.**

Credit for Prior Learning (CPL) Challenge Exam Procedure:

1. Student completes Section 1 of the CPL Challenge Exam form.
2. Student submits the form to the designated CPL evaluator from the academic department in which CPL is requested. The CPL evaluator informs the student of whether a Challenge Exam is available according to department/program guidelines. If so, the faculty member or Department Chair signs Section 2 of the form.
3. Student brings the signed form to Registration & Records to pay for the CPL. Registration & Records completes Section 3 of the form and returns it to the student. **Challenge Exam CPL costs: \$50 flat fee per course plus \$25 per credit.**
4. Student takes the form and their payment receipt to the testing location (either the Testing Center or the department, as arranged) and takes the Challenge Exam.
5. Upon successful completion of the Challenge Exam, Registration & Records notifies the student when they have been registered for the credit and awarded a grade.