

Credit for Prior Learning Petition (formerly Credit by Exam)



Admissions and Records (916) 660-7340

NCC (530) 274-5302

Tahoe/Truckee (530) 550-2225

Use this form to request Credit for Prior Learning (CPL) for portfolio, industry certification, apprenticeship/internship, validated activities, other training, or requesting credit by exam.

Military training (JST), Advance Placement (AP), CLEP, IBs, High School Articulation do not require this petition. Submit official transcripts and/or official score reports directly to Admissions and Records for review.

To be eligible for CPL:

- Must be a Sierra College student
- Have not earned a grade in the course
- Be in good standing (Satisfactory, President's Honor Roll, Dean's List)
- The class you are requesting must be in the current academic year catalog
- Have a current/updated Educational Plan

Initial Here

Do you acknowledge that units acquired by CPL do not meet unit requirements for Selective Deferment, Veterans or Social Security benefits?

Do you acknowledge that the credits acquired by CPL will not be included in calculating the units required to establish residency for an Associate's degree and/or certificate?

Do you acknowledge that CPL may not be accepted by other colleges and/or universities?

Please complete the following before meeting with a counselor.

Have you previously attempted CPL for the same course?

Y N

If yes, in which semester/year? _____

Are you currently enrolled in the course for which you are requesting

Y N

CPL? If yes, in which semester/year? _____

For additional details concerning Credit for Prior Learning (CPL), please visit <https://www.sierracollege.edu/cpl>

If you are eligible for Credit for Prior Learning based on the requirements listed above, please complete the steps on the reverse side.

STEP 1: STUDENT - Start CPL process by meeting with your primary counselor to review and submit the request by the fourth week of the semester, or the first week of Summer session

Name: _____ Student ID#: _____
Last First MI

Phone: _____ Sierra College Email: _____

Course proposed for CPL credit: _____ Units _____

Student Signature: _____ Date: _____

Counselor Print Name: _____ Signature: _____

STEP 2: COUNSELOR - Forwards request to appropriate department

STEP 3: COURSE INSTRUCTOR - Contacts student to discuss eligibility/assessment method

STEP 4: COURSE INSTRUCTOR - Due by term/session withdraw date

Course Instructor Completes Section Below:

CPL matches 100% of COR outcomes CPL does not match 100% of COR outcomes

Assessment method used (check all that apply):

Portfolio Industry Certification Apprenticeship/Internship Exam

Validated activities Other training source: _____

Documentation source (if applicable): _____

Comments: _____

Course for which CPL is granted: _____ Units: _____ Final Grade: _____

Course Instructor Signature: _____ Date: _____

Division Dean Review:

Comments: _____

Dean Signature: _____ Date: _____

STEP 5: DIVISION OFFICE – Submits petition to Admissions and Records for posting. Due by last day of semester term.

Admissions & Records: The information provided meets / does not meet the guidelines described by District Board Policy and Administrative Procedure 4235.

Comments: _____

Academic Standing

Credit to be granted for: Fall Spring Summer 20____