



# Ventura County Community College District

## Credit for Prior Learning Assessment Petition

Student Name: \_\_\_\_\_ Student ID No. 900 - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_ Phone No \_\_\_\_\_

**AP/IB/CLEP/HS Articulation:** Do not use this petition. Instead, submit your official scores to Admissions and Records Office and schedule an appointment with a counselor to discuss how these will be applied to the degree and/or certificate.

**Deadline:** Approved petitions must be on file with the subject area instructor by **Friday of the tenth week of the semester.** The examination is to be administered following approval of all officials specified below and prior to the last day of the final examination period.

### **Petition is for the following Credit for Prior Learning (CPL) Assessments.**

Check all that apply and refer to page 2 for more information on each assessment method.

- Internal Departmental Examinations** (Locally Administered Examinations)
- Industry-Recognized Credentials or Licensure:** Industry recognized credential documents or license copies must be attached to this petition for assessment of prior learning.
- Student-Created Portfolio:** Prior to meeting with a counselor, the student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment. After student meets with the department chair or faculty designee, student must meet with a counselor and attach the portfolio documents to this petition for assessment of prior learning.
- Military Joint Service Transcripts:** Military transcripts must be on file with Admissions and Records Office prior to meeting with a counselor. Refer to Section II **Credit for Military Service/Training (page 2)** for acceptable documentation:

### **Limits of Credit for Prior Learning {All methods, except External Examinations (AP/IB/CLEP) and High School Articulation}:**

- Students may apply for Credit for Prior Learning (CPL) for a given course only once.
- Students should be aware that other colleges and universities may not accept CPL for transfer purposes, including but not limited to meeting general education (GE), pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the CPL policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- Credits earned through the CPL process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit by Examination (Internal Departmental Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through CPL for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.
- Credits earned by CPL are not counted in determining the 12 semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degrees, which have no limit) or Certificate of Achievement may be applied through CPL. Additional units may be granted upon review and approval by the VPAA or his/her designee. The limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation).

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

Date \_\_\_\_\_



# Ventura County Community College District

## Additional information on CPL Assessment

### **I. Internal Department Examinations (Locally Administered Examinations)**

- a) Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Internal Departmental Examination is permitted for the course. See the Courses Excluded from Internal Departmental Examination list maintained by each District College. A letter grade (A, B, C, D, F and/or P/NP) will be awarded for each attempt (if P/NP is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average. Students may challenge a given course via the Internal Departmental Examination (locally administered exam) process only once.
- b) A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and not on either academic probation or progress probation, and only for a course listed in the District College's catalog.
- c) The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002.
- d) Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirement for an associate degree.
- e) A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

### **II. Credit for Military Service/Training**

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of a District College under the following circumstances:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Official transcripts must be on file in the Admissions and Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
- c) Credit course equivalency shall be determined by the faculty of the appropriate discipline.

### **III. Industry-Recognized Credentials or Licensure Documentation**

Students interested in Credit for Prior Learning using industry recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- a) The student shall complete the Credit for Prior Learning assessment petition.
- b) Admissions and Records shall grant credit for industry recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- c) If an industry recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
  - The student submits all industry recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
  - If the department chair or faculty designee determines the industry certification or licensure adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

### **IV. Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- a) The department approved portfolio assessment rubric for the course is on file.
- b) The student shall complete the Credit for Prior Learning assessment petition.
- c) The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- d) The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- e) If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript.



# Ventura County Community College District

## TO BE COMPLETED BY COUNSELOR

Certificate    Degree    Proficiency Award   Major \_\_\_\_\_   Catalog Year \_\_\_\_\_  
 Planned Graduation Date \_\_\_\_\_   CPL Assessment Process Selected: \_\_\_\_\_  
 Petitioned Course Subject \_\_\_\_\_   Course ID: \_\_\_\_\_   Units \_\_\_\_\_  
 Other Colleges Attended \_\_\_\_\_

| The petitioning student:  | Yes | No | N/A |
|---|-----|----|-----|
| Is currently registered.  |     |    |     |
| Is in good academic standing (not on academic and progress probation or dismissal)  |     |    |     |
| Has submitted transcripts of all previous course work to verify that college credit have not been earned in more advanced subject-matter and the student has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC or NP or equivalent) in the course seeking CPL. |     |    |     |
| Is attempting to receive credit for this course through the Internal Departmental Examination process for the first time at this or any other college.  |     |    |     |
| Credit for Military Service/Training: Are official transcript on file in the Admissions and Records Office?   |     |    |     |
| Industry-Recognized Credentials or Licensure Documentation: Are all industry recognized credential documents or license copies attached to this petition for assessment of CPL?   |     |    |     |
| Student-Created Portfolio Assessment: Are all portfolio documents attached to this petition for assessment of CPL?  |     |    |     |

Counselor Name \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

### STUDENT PAYS FEES AT STUDENT BUSINESS OFFICE

Fee is only applicable for Internal Departmental Examination (Locally administered examination)

**Pay Fee at Student Business Office:** Amount Paid \_\_\_\_\_ Date \_\_\_\_\_ SBO Signature \_\_\_\_\_

### SUBJECT AREA INSTRUCTOR AND DEAN APPROVAL

**PETITION ACTION:** CPL Assessment Petition Status *Approve   Disapprove*

Instructor Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean\* \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*Dean, please return the petition to the instructor to initiate the CPL assessment process.**  
**If petition is disapproved by any of the above, please write a reason below and forward the petition to A&R for processing.**  
 Reason for disapproval, if checked:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**CPL RESULT:** Date of CPL assessment completion: \_\_\_\_\_ Grade Earned/Received: \_\_\_\_\_

Notes: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return the completed CPL Assessment Petition to A&R for processing.**

**From:** [Tamarra Coleman](#)  
**To:** [Ana Barcenas](#); [Scarlet Relle](#); [Letrisha Mai](#)  
**Subject:** Re: Curriculum Committee Meeting Sept. 21 at 1pm  
**Date:** Tuesday, September 21, 2021 11:34:09 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[Outlook-c3xur5iz.png](#)  
[Outlook-whuwrwyz.png](#)  
[Outlook-cvazzsfa.png](#)

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Hello All!

Unfortunately, the curriculum meeting conflicts with my 1pm class this semester. Here is an update on the curriculum audit:

### **Curriculum Summit: Summer Sandbox May 24-26**

25 Faculty from all disciplines  
guests speakers and faculty presenters  
Discussion and sharing sessions in break out rooms

Participant expectations:

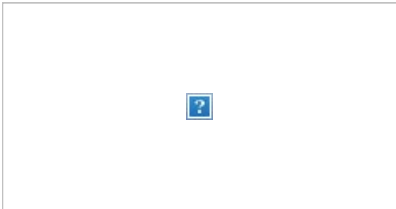
1. Participate in all three days of the summit.
2. Collaborate with colleagues through dialogue and workshopping.
3. Share "equitized" curriculum in a repository for other faculty.
4. Share their learning in a flex day session or future audits.

Fall Flex: five faculty from different disciplines (Math, Science, History, English, Psychology) shared their work in a session offered to our campus community.

What now? August meeting with faculty, some administrators and Michael Ashton-instructional technologist about the best tool to create the repository. This digital space is currently under development. There are plans for another flex session in the spring.

Link with agenda for the

audit: <https://docs.google.com/presentation/d/1n8036J55WJUjEgJ5202KognNjYKoikbwrB2J4YqW0Mc/edit?usp=sharing>

|   |  |
|---|--|
|  | <h3>Summer Sandbox: Curriculum Summit</h3> <p>Summer Sandbox: Curriculum Summit May 24-26, 2021<br/><a href="https://docs.google.com/presentation/d/1n8036J55WJUjEgJ5202KognNjYKoikbwrB2J4YqW0Mc/edit?usp=sharing">docs.google.com</a></p> |
|---|--|

*Tammy*

*Tamarra Coleman*

English Faculty & Diversity, Equity and Inclusion Coordinator

Pronouns: she/her/hers

**Strengths:** **Activator**, **Input**, **Learner**, **Intellection**, **Achiever**

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**Moorpark College**  
7075 Campus Road  
Moorpark, CA. 93021

**"What we do is more important than what we say, or what we say we believe." -bell hooks**



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**From:** Ana Barcenas <abarcnas@vcccd.edu>  
**Sent:** Monday, September 20, 2021 4:12 PM  
**To:** Tamarra Coleman <tcolemanhill@vcccd.edu>  
**Subject:** RE: Curriculum Committee Meeting Sept. 21 at 1pm

Hi Tammy,

Yes, please. The co-chairs will use your notes to update CC members.

Thank you.

*Ana*

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**From:** Tamarra Coleman <tcolemanhill@vcccd.edu>  
**Sent:** Monday, September 20, 2021 2:20 PM  
**To:** Ana Barcnas <abarcnas@vcccd.edu>  
**Subject:** Re: Curriculum Committee Meeting Sept. 21 at 1pm

Hi Ana!

I just realized this meeting starts the same time my class begins. I can send you a summary of the event and the flex sessions and any upcoming plans for flex.

*Tammy*

*Tamarra Coleman*

English Faculty & Diversity, Equity and Inclusion Coordinator  
Pronouns: she/her/hers  
Strengths: **Activator**, **Input**, **Learner**, **Intellection**, **Achiever**  
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**Moorpark College**  
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**From:** Ana Barcenas <[abarcenas@vcccd.edu](mailto:abarcenas@vcccd.edu)>

**Sent:** Friday, September 17, 2021 10:01 AM

**To:** Adam Black <[ablack@vcccd.edu](mailto:ablack@vcccd.edu)>; Alan Courter <[ACourter@vcccd.edu](mailto:ACourter@vcccd.edu)>; Alethea Amegadzie <[alethea\\_amegadzie1@vcccd.edu](mailto:alethea_amegadzie1@vcccd.edu)>; ASMC Director of Academic Affairs <[ASMCAcademicAffairs@vcccd.edu](mailto:ASMCAcademicAffairs@vcccd.edu)>; Beth Miller <[BMiller@vcccd.edu](mailto:BMiller@vcccd.edu)>; Candice Larson <[CLarson@vcccd.edu](mailto:CLarson@vcccd.edu)>; Carol Higashida <[chigashida@vcccd.edu](mailto:chigashida@vcccd.edu)>; Christina Lee <[clee@vcccd.edu](mailto:clee@vcccd.edu)>; Clare Sadnik <[csadnik@vcccd.edu](mailto:csadnik@vcccd.edu)>; Danielle Kaprelian <[dkaprelian@vcccd.edu](mailto:dkaprelian@vcccd.edu)>; Darrell Bennett <[PBennett@vcccd.edu](mailto:PBennett@vcccd.edu)>; Dean Tran <[dtran@vcccd.edu](mailto:dtran@vcccd.edu)>; Erik Reese <[ereese@vcccd.edu](mailto:ereese@vcccd.edu)>; Howard Davis <[HDavis@vcccd.edu](mailto:HDavis@vcccd.edu)>; Hugo Hernandez <[hhernandez@vcccd.edu](mailto:hhernandez@vcccd.edu)>; Jodi Dickey <[JDickey@vcccd.edu](mailto:JDickey@vcccd.edu)>; Jolie Herzig <[jherzig@vcccd.edu](mailto:jherzig@vcccd.edu)>; Josepha Baca <[JBaca@vcccd.edu](mailto:JBaca@vcccd.edu)>; Kelsey Stuart <[kstuart@vcccd.edu](mailto:kstuart@vcccd.edu)>; Letrisha Mai <[LMai@vcccd.edu](mailto:LMai@vcccd.edu)>; Mary Rees <[MRees@vcccd.edu](mailto:MRees@vcccd.edu)>; Rachel Beetz <[rbeetz@vcccd.edu](mailto:rbeetz@vcccd.edu)>; Renee Butler <[DButler@vcccd.edu](mailto:DButler@vcccd.edu)>; Robert Cabral <[RCabral@vcccd.edu](mailto:RCabral@vcccd.edu)>; Robert Salas <[RSalas@vcccd.edu](mailto:RSalas@vcccd.edu)>; Ruth Bennington <[rbennington@vcccd.edu](mailto:rbennington@vcccd.edu)>; Scarlet Relle <[srelle@vcccd.edu](mailto:srelle@vcccd.edu)>; Shannon Coulter <[scoulter@vcccd.edu](mailto:scoulter@vcccd.edu)>; Shannon Macias <[smacias@vcccd.edu](mailto:smacias@vcccd.edu)>; Silva Arzunyan <[sarzunyan@vcccd.edu](mailto:sarzunyan@vcccd.edu)>; Susan Kinkella <[SKinkella@vcccd.edu](mailto:SKinkella@vcccd.edu)>; Tamarra Coleman <[tcolemanhill@vcccd.edu](mailto:tcolemanhill@vcccd.edu)>; Tiffany Pawluk <[tpawluk@vcccd.edu](mailto:tpawluk@vcccd.edu)>; Traci Allen <[tallen@vcccd.edu](mailto:tallen@vcccd.edu)>; Veronique Boucquey <[vboucquey@vcccd.edu](mailto:vboucquey@vcccd.edu)>; Wade Bradford <[WBradford@vcccd.edu](mailto:WBradford@vcccd.edu)>

**Subject:** Curriculum Committee Meeting Sept. 21 at 1pm

Hello,

Attached are supporting documents for the Curriculum Committee Meeting next Tuesday, September 21<sup>st</sup> at 1 pm in the CCCR. If you prefer to join us via Zoom, please use the Zoom link provided below.

- Agenda
- Minutes (from meeting 9/7/2021)

These items have been posted on the Moorpark College Curriculum Committee webpage under [Curriculum Committee Meetings](#).

Please forward to any faculty member(s) inadvertently left off the distribution.

Kind regards,

*Ana Barcenas*

Curriculum Technician  
Ext. 4066

## Zoom

Join Zoom Meeting

<https://vcccd-edu.zoom.us/j/91513834753?pwd=Y09xdCtsQRWUEXJcHQ0LzhzQ21CUT09>

Meeting ID: 915 1383 4753

Passcode: 360602

One tap mobile

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+1 253 215 8782 US (Tacoma)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 915 1383 4753

Passcode: 360602

Find your local number: <https://vcccd-edu.zoom.us/j/abpFCNqiuW>