

Credit for Prior Learning (CPL) Petition

Instructions for Completing Petition

Please review all instructions and eligibility criteria prior to completing this form.

Credit for Prior Learning is for students who have gained experience/training outside of a traditional classroom setting that may align with learning outcomes of a course in our catalog. It allows students to request college units by one of the following modalities:

- Credit by Exam – instructional faculty will administer an exam that will assess if you have sufficient mastery of the course learning outcomes to receive credit for the course.
- Industry Credential – you will provide any industry-recognized certificate, credential, or license along with this petition for consideration as evidence of your mastery of the course learning outcomes.
- Military Transcript – see the Veteran's Center for details on how your military training may be considered towards CPL; you will need to have a Joint Services Transcript on file with Admissions & Records to be awarded units based on military training.
- Portfolio – this may consist of any evidence or demonstration of your mastery of the course that is appropriate to that course discipline; faculty must work with you on portfolio expectations and provide a rubric by which it will be evaluated
- Other/Unsure – if you have prior learning/experience that does not clearly meet one of these categories, please check this option and someone will reach out to you to help you determine what is appropriate for your situation.

Students must meet all of the eligibility criteria below to be awarded CPL:

- Student must be enrolled in at least one class at Butte College or have completed at least 12 units at Butte College with a minimum 2.0 GPA.
- Student must have an education plan on file from a Butte College counselor.
- The course is listed in the current edition of the Butte College Catalog.
- Student cannot be currently enrolled in the course to be challenged.
- For credit by exam, the student cannot be currently enrolled in nor received credit for a more advanced course in the same subject (this may be waived by department). For example, a student cannot receive credit by exam for SPAN 1 if they have already completed SPAN 2.

Procedure (refer to [AP 4235](#) for full text of CPL policy)

1. Student may send this petition to **CPLCoordinator@butte.edu** along with any relevant documentation (ex, industry credential or unofficial JST) for review. Include in subject line: "CPL Petition."
Or . . .
The student may make an appointment with a Counseling & Advising Student Success Specialist from their COI (Community of Interest) to assist with the petition process and verify eligibility. They can also connect the student with a Counselor to create an education plan if needed.
2. The Department Chair will receive the petition and make sure that faculty in that subject area evaluate the request. The evaluating instructor may contact the student for additional information or to schedule an exam.
3. The Instructor of record will assign a grade and the student will be given the opportunity to accept or deny it. If denied, it will not appear on the official transcript. If accepted, then the petition will be forwarded on to Admissions & Records for processing.
4. Admissions and Records will transcribe the CPL units for the class with the grade assigned onto the student's official Butte College transcript.

Credit for Prior Learning (CPL) Petition

Student CPL Request

Student Name: _____ Date: _____

Phone: _____ Student ID # _____

Butte College email address: _____

Type of CPL requested (must be approved by department faculty):

- | | |
|---|---------------------------------------|
| ☐ Credit by exam | ☐ Portfolio |
| ☐ Industry certification/license | ☐ Other/Unsure |
| ☐ Military Transcript | |

Course Number and Title for which you are seeking CPL:

(ex: AJ 2 Administration of Justice)

Preference for letter grade or P/NP (must be approved by department faculty):

- | | |
|---|---------------------------------------|
| ☐ Letter Grade (if available)* | ☐ Pass/No pass |
|---|---------------------------------------|

*See college catalog for grading options under Course Descriptions
(<https://www.butte.edu/curriculum/catalog/>)

What is your program of study (aka major) that is relevant to this particular CPL request?

(e.g., AS-T Administration of Justice; C.A. Welding Technology; Chemistry at Chico State)

I acknowledge that I have read all of the instructions on page 1 of this petition and that I meet the eligibility criteria to the best of my knowledge.

Student signature: _____ Date: _____

STOP HERE and return form to CPLCoordinator@butte.edu along with any relevant attachments; or, schedule an appointment with a Student Success Specialist by calling Counseling & Advising at (530) 895-2378 for assistance.

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COI Student Success Specialist Review

Student Success Specialist Name: _____ Date: _____

Eligibility Criteria Screening

- ☐ Student is either enrolled in at least one class at Butte College or has completed at least 12 units at Butte College with a minimum 2.0 GPA.
- ☐ The course requested is listed in the current edition of the Butte College Catalog.
- ☐ Student is not currently enrolled in the course to be challenged.
- ☐ **For credit by exam only:** student is not currently enrolled in nor received credit for a more advanced course in the same subject. (It is possible for this criterion to be waived by the department.)
- ☐ Student has an Education Plan on file that includes the CPL course being requested and is dated within the last 2 years.

Outcome (select all that apply)

- ☐ Student has been contacted and informed that they are ineligible for CPL at this time.
- ☐ Student has been referred to a Counselor to complete an Education Plan and is otherwise eligible.
- ☐ Student is eligible and has an Education Plan on file. They are being referred to Department Chair for review.
- ☐ Student has been referred to another service on or off campus to address their concerns
Name of service referred to: _____

Department Chair Name: _____

Date of Email to Department Chair (with Ed Plan and petition attached): _____

Notes (attempts to contact, date of counseling appointment scheduled, etc.):

Counselor Review (If Needed)

Counselor Name: _____ Date of contact with student: _____

Outcome

- ☐ Student now has an education plan on file and their petition is being sent to a department chair for review.

Counselor Notes _____

- ☐ Student is no longer seeking CPL for this course and the petition has been referred back to the CPL Coordinator.

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Department Chair/Instructor Evaluation

Department Chair or Designee (e.g., Dean) Name: _____

Instructor who will administer the exam/review (may be the same person as department chair if they are the subject-matter expert): _____

If the instructor is not the department chair, date referred to instructor: _____

Instructor-approved modality of CPL:

☐ Credit by exam

☐ Military Transcript

☐ Industry certification/license

☐ Portfolio

If CPL request denied, please note the reason here:

Other Notes (additional information requested of student, dates of contact, etc.):

Evaluation Outcome:

Course Number: _____

Grade/Pass No pass (Please consider student's preference on p. 2 of this document): _____

Instructor Signature: _____ Date: _____

Instructor: Please send to student's Butte College email address listed on p. 2 of this document to confirm whether they accept or deny the grade.

Student Denial or Acceptance of Credits for Prior Learning

☐ I accept the grade for the course listed above and authorize Butte College to list these credits on my Butte College transcript.

☐ I understand that my transcript will show that these units were earned via CPL and how they were earned (Credit by Exam, Industry Credential, Military, or Portfolio).

Student signature: _____ Date: _____

Student: Email this completed form to Evaluations@butte.edu for processing.

Admissions & Records Only

Admissions Staff: _____ Date Grade Posted to Transcripts: _____