

**IMPERIAL VALLEY COLLEGE  
CREDIT FOR PRIOR LEARNING:  
MILITARY SERVICE ASSESSMENT PETITION FORM**

Please read all the instruction on the reverse side of the form, fill out the form completely and attach all relevant documentation.

**STUDENT INFORMATION:**

Name \_\_\_\_\_ G00 \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Last, First, MI (Please Print) Student ID # Cell/Daytime Phone #

I understand the following:

- I must be enrolled at Imperial Valley College, in good standing and have 2.0 cumulative GPA.
- I must have a student education plan on file.
- The course I am requesting a credit evaluation for must be listed in the IVC catalog. I have not previously enrolled in and am not currently enrolled in the course.
- I understand that CPL units will not apply toward the 12-unit residency requirement, nor will they apply toward unit load requirements.
- I have the ability to accept or deny credit earned.
- Military Service Credit awards are IVC institutional awards and pass along will be at the discretion of the receiving institution.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**MILITARY COURSE IDENTIFICATION (to be completed by the student using the Joint Services Transcript)**

Military Course ID \_\_\_\_\_ ACE Identifier \_\_\_\_\_ Military Training Title \_\_\_\_\_  
 Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Credit Recommendation \_\_\_\_\_  
Topic Semester Hour Level

**IVC COURSE CREDIT REQUEST (to be completed by the student)**

IVC Course \_\_\_\_\_  

Prefix and Course Number	Course Title	Units
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**INSTRUCTOR OF RECORD IDENTIFICATION, DIVISION AUTHORIZATION, GRADE ASSIGNMENT:**

(To be completed by the Faculty designee or Department Chair)

This Military Training is appropriate for the IVC course credit requested: Yes \_\_\_\_\_ No \_\_\_\_\_

Faculty Note: \_\_\_\_\_

\_\_\_\_\_  
Faculty Name (Please Print)

\_\_\_\_\_  
Faculty Signature and Date

Evaluation Date: \_\_\_\_\_

Course Credit Awarded: Yes No

Grade to be awarded: \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature and Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature and Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Division Dean Signature and Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
VP of Instruction or Designee Signature and Date

**STUDENT CREDIT INDICATION:**

Accept \_\_\_\_\_ Deny \_\_\_\_\_ Appeal \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**ADMISSIONS & RECORDS OFFICE:** Processed by: \_\_\_\_\_ Initials: \_\_\_\_\_ Posting Date: \_\_\_\_\_  
Name (Please Print)

## **Military Training Assessment Petition**

Students interested in Credit for Prior Learning (CPL) for training completed in any branch of the US Military may complete the CPL – Military Training Assessment Petition and attach a copy of the Joint Services Transcript (JST).

Prior to completing the CPL- Military Training Assessment petition, students must first seek guidance from the academic department to determine if the course is appropriate for military training credit. Next the student is advised to meet with a counselor to develop the comprehensive educational plan and determine that the course credit requested is applicable. Not all courses are available for CPL credit. CPL is not advised for courses used to satisfy UC, ADT or University major prep requirements. Not all institutions honor CPL credits. Pass along will be at the discretion of the receiving institution.

CPL opportunities best correlate with the following academic disciplines:

- Administration of Justice
- Business Administration and Management
- Cyber-Security
- Industrial Technology
- Fire Science
- Health Occupations
- Information Technology

Determination of Eligibility for Credit for Prior Learning – Military Training Assessment:

- The student must be in good standing and currently enrolled at the college. The student may earn a maximum of 12 units through CPL - Military Training Assessment. This is in addition to the 4 units earned for Basic Training.
- Current students must have an education plan on file.
- The course is listed in the current Imperial Valley College catalog.
- The student is not currently enrolled in the course to be challenged.
- CPL units are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- CPL units shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Student Instructions:

- Official transcript/s must be on file with the IVC Admissions and Records Office.
- It is recommended that the student consult with the department to determine if credit is appropriate.
- The student must have a comprehensive student education plan on file and consult with a counselor to make sure the course credit requested is appropriate.
- The student shall complete the Credit for Prior Learning – Military Training Assessment petition available in the Counseling or Records Office and include copies of the JST transcript and the Comprehensive Educational Plan.
- The student submits the petition and documentation to the department chair or faculty designee for assessment of prior learning.

Faculty and Department Instructions:

- Evaluate the ACE Military Course Exhibit that corresponds to the training identified on the petition. Attach a copy of the ACE Military Course Exhibit with the petition.
- Using the Military Course Exhibit, determine if the training adequately measures mastery of the course content as set forth in the Course Outline of Record.
- If the training is determined to adequately measure 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 for approval to the Department Chair, Dean and VPI.
- Grading must be in accordance with the Course Outline of Record.

Academic Services Instructions:

- Once reviewed and approved the Instruction Office will forward the petition to Admissions and Records for processing.

Admissions and Records Office Instructions:

- Admissions and Records will notify the student of the outcome of the assessment and record the student's decision to accept or deny the credit.