

IMPERIAL VALLEY COLLEGE CREDIT FOR PRIOR LEARNING: STUDENT CREATED PORTFOLIO 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.
- CPL credit awards may not be honored by other institutions.

Student Signature

Date

COURSE IDENTIFICATION (To be completed by the student)

TERM (Circle One): **Fall** **Winter** **Spring** **Summer** YEAR: _____

Course Prefix and Number Course Title Units

INSTRUCTOR OF RECORD IDENTIFICATION, DIVISION AUTHORIZATION, GRADE ASSIGNMENT:

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

Course is appropriate for portfolio assessment: Yes No Portfolio Due Date: _____

Faculty Note: _____

I have met with the student and identified portfolio requirements and the due date.

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)

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning (CPL) using a student-created portfolio may seek course credit by completing the CPL – Portfolio Assessment Petition.

Prior to completing the CPL- Portfolio Assessment petition, students must first seek guidance from the academic department to determine if the course is appropriate for a portfolio assessment. 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

- The student must be in good standing and currently enrolled at the college.
- 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:

- The student must consult with the department to determine if portfolio assessment 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 assessment petition available in the Counseling or Records Office.
- The student meets with the department chair or faculty designee to obtain approval (signature) for the portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning by the date indicated.

Faculty Instructions:

- Meet with the student and determine if the course requested is appropriate for a portfolio assessment. If the course is appropriate for portfolio assessment, indicate the due date on the petition. The instructor may provide the student with portfolio requirements if desired.
- Once the student has submitted the completed portfolio the instructor will review and grade the portfolio. Grading must be in accordance with the Course Outline of Record.

Department Instructions:

- If the department chair or faculty designee determine 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 for approval to the Department Chair, Dean and VPI.

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.