



OFFICE OF ADMISSIONS & RECORDS

50 Frida Kahlo Way • Multi-Use Building, Room 188 • San Francisco, CA 94112 • (415) 452-5101 • cpl@ccsf.edu

Petition for Credit for Prior Learning

Determination of Eligibility for Credit for Prior Learning:

- The student must be currently enrolled in CCSF.
- The student must be in good standing with at least a 2.0 cumulative GPA and cannot be on academic or progress probation. (Completed a minimum of 12 units)
- All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for Credit for Prior Learning.
- The student must meet the requirements for the individual course as specified in the current CCSF catalog.

Limitations:

- Credits awarded for Prior Learning are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors, financial aid, or graduation residency requirements.
- Only one course in a direct series of courses may be awarded credit for Prior Learning, e.g., MATH 90, MATH 95, MATH 110A, or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may take the assessment for MATH 110B and receive five semester units for this course; however, the student cannot take assessments for all four courses above and be awarded 16 semester units of Credit for Prior Learning. (The Allied Health and Nursing Programs are exempted from this policy.)
- Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept Credit for Prior Learning.
- Credits acquired by Prior Learning are not applicable to meeting such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that must be taken at CCSF to meet the residence requirement.
- Credit by exam may not be available in all CCSF departments.

IMPORTANT: Each examination may have additional requirements and/or limitations than those previously listed. Please refer to the current College Catalog for additional information.

Once the petition has been approved and credit has been awarded, the Office of Admissions and Records cannot remove any credit awarded. Students must meet with their counselor before submitting this petition to understand any implications of accepting any offered credit as there may be implications to a student's eligibility in other areas, such as financial aid, etc.

Questions?

Phone: (415) 452-5101 Fax: (415) 239-3936

Email: cpl@ccsf.edu



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Student Name (Print Last, First, Middle Initial)

Student I.D #

Date of Birth

Step I: Select an Option

- 1. Advanced Placement (AP) examination
- 2. International Baccalaureate (IB) examination
- 3. College Level Examination Program (CLEP)
- 4. Joint Service Transcripts (JST)*
- 5. Examination Administered by Other Agency*
- 6. Industry Recognized Credential*
- 7. Student-Created Portfolio*
- 8. Credit by Examination*

Step II: List Courses (Options 4-8 Only)

If you selected options 4-8, please list the course(s) you are seeking to receive credit for.

If you selected options 1-3, skip to **step III**.

CCSF Course and Number

Units

Step III: Student Agreement

I have reviewed all the requirements for the examination I am petitioning to receive credit for, and I have submitted the original copy of my examination results to the Office of Admissions and Records, MUB 188.

Student Signature

Date

Step IV: Counselor Agreement

I have explained all eligibility requirements and limitations for each examination the student is petitioning to receive credit for, and I have determined that the above-named student has completed all the requirements to receive credit for prior learning.

Counselor Signature

Date

*Step V: Department Chair/Designee (OPTIONS 4-8 ONLY)

Department Chair/Designee Signature

Date