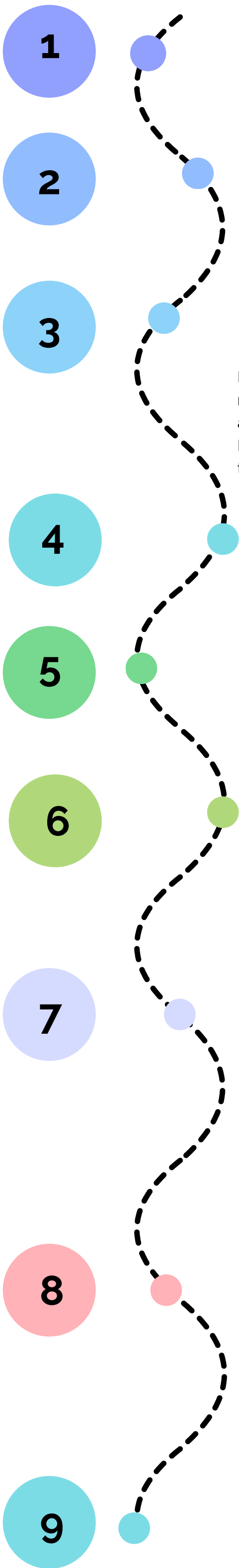


CPL Course Approval Process



**CHECK THE SDCCD WEBSITE
CPL APPROVED COURSES**

<https://www.sdccd.edu/students/credit-for-prior-learning/courselist.html>
If not on the list, then procede to step 2

**CHECK WITH ALL FACULTY
@ CITY, MESA, MIRAMAR**

If the course is offered at another college, the faculty member must consult with faculty from the colleges that offer the same course.

SUBMIT REQUEST

If all faculty agree the course eligibility for CPL, then faculty member(s) submit a request to the campus CPL Coordinator to add CPL to the course that is not on the approved list.
Note: Request should include course subject and number , type(s) of CPL, and any documentation required (if applicable)

CPL COORDINATOR

CPL Coordinator forwards the request to the Articulation Officer for review.

ARTICULATION OFFICERS

If the Articulation Officers have concerns about transferability, they should ask to have it added to the District Articulation Council (DAC) for discussion.

AO(S) DECISION

Denied: If the AO(s) deny the request, a notification is sent to the faculty member and CPL Coordinator informing them that the course has been denied.

Approved: If the AO(s) approve, the request is forwarded to the college CPL Coordinator (procede to step 7)

CURRICULUM COMMITTEE

The College CPL Coordinator(s) notify the Curriculum Committee Chair(s), at the college where the course is offered, the course will be added to the CRC meeting agenda.

Denied: If the CRC(s) deny the request, a notification is sent to the faculty member and CPL Coordinator informing them that the course has been denied.

Approved: If the CRC(s) approve, the request is forwarded to the college CPL Coordinator (procede to step 8)

CIC REVIEW

Denied: If the CIC denys the request, a notification is sent to the faculty member and CPL Coordinator informing them that the course has been denied.

Approved: The CIC approves the course for CPL, then the course will be added to the curriculum management system and the CPL approved course list by District Instructional Services.

COURSE IS APPROVED!

The course is approved for CPL and will be eligible for CPL credit, it will be added to the curriculum management system and added to the CPL Approved Course List by District Instructional Services.