

CPL Course Approval Process For Non-Approved CPL Courses

1

CHECK THE SDCCD WEBSITE CPL APPROVED COURSES

Go to the SDCCD CPL website to check if your course is approved for CPL. <https://www.sdccd.edu/students/credit-for-prior-learning/courselist.html>

2

COMPLETE SDCCD CPL PETITION

If the course is not on the approved CPL list of courses, then proceed to step 3

3

CAMPUS EVALUATION OFFICE CANCELS THE PETITION

You will receive an email that your petition is cancelled due to the course not being on the approved CPL course list. It will state: "This course is not approved for credit for prior learning. Your request is being researched."

4

DISTRICT EVALUATIONS OFFICE

The cancelled request is emailed to the District Evaluation Office. The District Evaluations reviews the request along with any documentation attached by the student/college.

5

ARTICULATION OFFICERS

Then if the course is CSU or UC transferable the request is forwarded to the Articulation Officer(s) (AO) for review. If the AO(s) have concerns about transferability, then they should ask to have it added to the District Articulation Council (DAC) for discussion.

6

AO(S) DECISION

Denied: If AO(s) deny the request, a notification is sent to the Evaluators informing them the course has been denied. The evaluators email the student to notify them that the course is not eligible for CPL.
Approved: If the AO(s) approve, the request is forwarded to the college CPL Coordinator (proceed to step 7)

7

CPL COORDINATOR

The CPL Coordinator meets with the faculty member to discuss CPL opportunities. If the course is offered at another college, the faculty member must consult with faculty from the colleges that offer the course.

8

FACULTY REVIEW

Denied: If the faculty member(s) denies the request, a notification is sent to the Evaluators informing them the course has been denied. The evaluators notify the student that the discipline faculty have determined that the course is not eligible for CPL.
Approved: If the faculty member(s) approve(s) the request, the petition is forwarded to the Curriculum Chair(s) at the college where the course is offered. The Curriculum Chair(s) adds the course, and with the pertinent CPL details (i.e., type, documentation required, etc.), to the CRC agenda for review and approval (proceed to step 9)

9

CURRICULUM COMMITTEE

Denied: If the Curriculum Committee denies the CPL, a notification is sent to the Evaluators informing them the course has been denied. The Evaluators notify the student that the course is not eligible for CPL.
Approved: If the Curriculum Committee approves the course, it is forwarded to CIC for approval (proceed to step 10)

10

CIC COMMITTEE

Denied: If CIC denies the CPL, a notification is sent to the Evaluators informing them the course has been denied. The Evaluators notify the student that the course is not eligible for CPL.
Approved: If CIC approves the CPL, the course is added to the curriculum management system and the CPL List by District Instructional Services. (proceed to step 11)

11

COURSE ADD TO CPL LIST

The faculty member and evaluators are notified the course has been added to the CPL list. **The Evaluators notify the student that the course has been approved for CPL and to resubmit their petition, and the CPL evaluation process for the specific student begins.**

