

Credit for Prior Learning (CPL) Petition Workflow Process

The CPL Petition form is a fully electronic form that is initiated by the student through a URL link posted on the Credit for Prior Learning website. This form walks the student through the entire petition workflow process for all four methods of assessment: military transcript, industry certificate, portfolio, credit by exam (CBE.)

Depending on the method of assessment, the form will be routed to different people/departments. Reviewers can access the form through Adobe Sign.

SMC CPL PETITION FORM WORKFLOW PROCESS



ROLES

Student

- Initiates the form
- Student receives a confirmation that the form was submitted, and the CPL coordinator student is referred to the CPL Coordinator
- Student is also referred to the Veteran's website for instructions on how to submit military transcripts to Palomar College
- After submitting, the form gets routed to the CPL Coordinator

CPL Coordinator

- Receives an email notification with a link to access the petition form and reviews the form for accuracy
- Can reach out to the student at this point (if needed for Credit by Exam & Portfolio)
- Can follow the form through the entire process
- Can meet with instructional faculty (if needed for Credit by Exam & Portfolio)
- Approves the form and it gets routed to the CPL Counselor

CPL Counselor

- Receives an email notification with a link to access the petition form
- Meets with the student to discuss CPL and their academic goals
- The student is in good academic standing for Credit by Exam
- The student is not currently enrolled in the course or has not previously taken and passed the course with a C or higher
- The student is term activated
- Confirms the student has an updated education plan on file
- Adds the ACE ID (if applicable)
- Approves the form and it gets routed to the Records Office (military transcript) or to the Department Chair (industry certificate, portfolio, credit by exam)

Department Chair

- Receives an email notification with a link to access the petition form
- Meets with the student (if needed)
- For industry certificate, approves or denies the industry certificate and indicates a Pass/No Pass on the form
- For Credit by Exam and Portfolio, enters grade earned on the CPL petition
- Approves the form and it gets routed to Records Office

Instruction

- Builds the exam or portfolio review for CBE & Portfolio
- Administers the exam or portfolio review
- Assigns grade and emails Dept. Chair

Admissions & Records

- Receives an email notification with a link to access the petition form
- Verifies certification is attached to petition & adds credit to transcript
- Verifies official JST is on file and adds credit to transcript
- The form routes back to the student for CBE or Portfolio only to accept/deny grade
- If the student accepts the grade, adds grade to transcript
- Receives an email notification with a link to access the petition form

Student

- Receives an email notification with a link to access the petition form
- Accepts or declines their grade for the CBE or Portfolio
- The form is now "complete." END OF PROCESS FOR CBE OR PORTFOLIO
- The student, Dept. Chair, and CPL Coordinator receive an email notification.