

<p style="text-align: center;">GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT CREDIT FOR PRIOR LEARNING: STUDENT CREATED PORTFOLIO EVALUATION FORM</p>

Student Name: _____ **Student ID:** _____
Last First MI

Student Email: _____ **Phone #:** _____

I understand the following:

- I must be currently enrolled at Grossmont/Cuyamaca College, in good standing and have 2.0 cumulative GPA.
- I must have met with a counselor and have a student education plan on file.
- The course I am requesting a credit evaluation for must be listed in the Grossmont and/or Cuyamaca catalogs. I have never previously enrolled in and am not currently enrolled in the course.
- I understand that Credit for Prior Learning (CPL) units will not apply toward the 12-unit residency requirement, nor will they apply toward unit load requirements.
- Student Created Portfolio Evaluation credit awarded through this process is at the discretion of GCCCD. Transfer institutions may choose to evaluate credit based on their policies and practices.
- By signing and initialing here, I certify that I understand that this form will be processed should course credit be awarded. _____ (Initial here.)

Student Signature

Date

GCCCD CREDIT REQUEST (To be completed by the student. Student must see a counselor before completing form.)

GC/CC Course _____
Prefix and Course # Course Title Units

INSTRUCTOR OF RECORD IDENTIFICATION, DIVISION AUTHORIZATION, GRADE ASSIGNMENT
(To be completed by Discipline Faculty)

Is this Student Created Portfolio Evaluation appropriate for the GCCCD course credit requested? YES _____ NO _____

Faculty Note: _____

Faculty Name (Please Print)

Faculty Signature

Date

Evaluation Date: _____

Course Credit Awarded: YES NO

Approved _____

Denied _____

Department Chair Signature and Date

Approved _____

Denied _____

Division Dean Signature and Date

ADMISSIONS & RECORDS

Records – Good Standing/Transcripts Check by: _____ **Initials:** _____ **Date:** _____

Evaluations – Processed by: _____ **Initials:** _____ **Date:** _____

STUDENT CREATED PORTFOLIO EVALUATION FORM

STUDENT INSTRUCTIONS:

- All official transcripts from other colleges and universities must be on file with the GCCCD Admissions and Records Offices.
- The student must have a current education plan on file and consult with a counselor prior to submitting this form to ensure the course credit requested is appropriate.
- The student must consult with the academic department to determine if credit is appropriate.
- The student submits this form and their created portfolio to the department chair or faculty designee for assessment of prior learning.

FACULTY AND DEPARTMENT INSTRUCTIONS:

- Evaluate the Student Created Portfolio and determine if it adequately measures mastery of the content as set forth in the Course Outline of Record.
- If it is determined to adequately measure mastery of the course content as set forth in the Course Outline of Record, the Department Chair shall sign the form with the appropriate grade and forward for approval to the Division Dean.
- Grading must be in accordance with the Course Outline of Record.

ADMISSIONS & RECORDS OFFICE INSTRUCTIONS:

- Admissions and Records will verify that the student is in good standing according to the college catalog, have a cumulative 2.0 GPA, and all official transcripts are on file.
- Admissions and Records will only notify the student if the student is not in good standing or has outstanding transcripts.

DETERMINATION OF ELIGIBILITY FOR CPL – STUDENT CREATED PORTFOLIO:

- The student must be in good standing and currently enrolled at the college. The student may earn a maximum of 12 units through CPL – Student Created Portfolio Evaluation.
- Students must meet with a counselor and have a current education plan on file.
- The requested course is listed in the current Grossmont College and/or Cuyamaca College catalog.
- The student cannot have any previous enrollments in the course being requested. This includes passing or failing grades, pass/no pass attempts, incompletes, withdrawals, and excused withdrawals.
- CPL units are not applicable to meeting of such unit load requirements.
- CPL units shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Note: Some courses may not be available for CPL credit. CPL is not advised for courses used to satisfy CSU, UC, ADT or University **major preparation** requirements. Not all institutions honor CPL credits. Transfer institutions may choose to evaluate credit based on their policies and practices.