CREDIT FOR PRIOR LEARNING (CPL) PETITION*
PLEASE READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM

Information on the current courses that qualify for Credit for Prior Learning and their required documents that must accompany this petition can be found at https://www.wlac.edu/Academic-Affairs/Index.aspx
Credit will be granted for the current semester in which the petition is requested. Submit CPL petitions and required documents to CPL-petition@wlac.edu (see below for separate submission of official transcripts)

Eligibility:
1. Have active student status at West for the current term (must have current application on file) and, if concurrently enrolled student (submitted K12 supplemental app), have permission to enroll in class(es)
2. If attended West or LACCD before, have a minimum cumulative GPA of 2.0
3. Provide required documentation for each course applying for CPL (i.e., previous certification, current license, passed industry exam, official transcripts, etc.)

Processing Steps:
1. Student signs and submits completed petition and required CPL documentation for each course to CPL-petition@wlac.edu If course CPL requirements include transcripts from other educational institutions, they must be sent by the educational institution directly to **transcripts@wlac.edu** to be considered official. Unofficial transcripts will not be accepted. List name of institution and date transcripts sent in your submission email.
2. CPL Coordinator reviews petition application for completeness
3. Admissions Office confirms whether preliminary qualifications are met (i.e., active student status, permission to enroll, no holds, etc.)
4. The Division Chair/Lead Discipline faculty evaluates petition and corresponding CPL documents provided (i.e., current license, passed exam, official transcript, etc.) and approves, denies or returns for additional info
5. When all authorized signatures are obtained, Academic Affairs Scheduler creates the Class # and Admissions Office annotates the student's transcript with a Pass/No Pass or Letter Grade & annotated with "Credit by Exam" (type of grade is dependent on how course is graded)

Last Name	First Name	Middle Initial	WLAC Student ID#
Other Names Used	Date of Birth	Phone #	Type of Grade Requested (P/NP or Letter Grade)
Address	City	State	Email Address
**RDH License #	**License Expiration Date	**State where RDH exam taken	

COURSES REQUESTED FOR CPL:

Course Name & #	Course Name & #	Course Name & #	Course Name & #	Course Name & #

FOR ACADEMIC AFFAIRS SCHEDULE USE ONLY

Class#	Class#	Class#	Class#	Class#
Grade:	Grade:	Grade:	Grade:	Grade:

Student Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

ADMISSIONS	DIVISION CHAIR		AA DEAN
☐ Meets Preliminary Requirements ☐ Does NOT Meet Preliminary Requirements Date Student Notified by Email Date Transcript Annotated	☐ Pass ☐ Letter Grade ☐ Need additional info	☐ Denied	☐ Reviewed and approved
Print Name:	Print Name:		Print Name:
Signature & Date:	Signature & Date:		Signature & Date:

*In accordance with 6704.15 EXAMINATIONS; TITLE 5, C.C.R., SECTION 5575
**Required only for BS Dental Hygiene completion students
5/16/2022

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