



Credit for Prior Learning Appeal

Students may appeal a Credit for Prior Learning (CPL) decision in writing to the Division to which the initial CPL request was made.

Appeal Process Criteria

Students **may not** appeal CPL decisions based on disagreements with grade-weighting methods or scores earned on standardized exams. The methods of CPL that can be appealed are credit award decisions based on challenge exams or portfolios, due to the following reasons:

- a score miscalculation,
- inconsistency with the SLCC CPL Policy or Processes, or
- an error in a challenge exam that would change the grade outcome.

Process for Appealing Denied CPL Credit

A student wishing to appeal a denial of credit on a portfolio or an internally created challenge exam will complete the following steps:

1. Print and complete the Credit for Prior Learning Appeal Form (pg. 2, below).
2. Include any supporting documentation that may support the appeal.
3. Submit the completed Credit for Prior Learning Appeal Form along with any supporting documentation to the Division Dean from which credit is being sought.
 1. Appeals must be submitted within 10 business days of a written notice of credit denial.
 2. The student will be notified of the appeal decision by the division dean within 2 weeks.

Questions or Concerns

If you have any questions or concerns, please contact the appropriate Divisional Dean.

Business, IT, and Technical Studies	Lafayette Campus	201 Ardoin	337.521.9033
Liberal Arts and Humanities	Lafayette Campus	130 Devalcourt	337.521.6636
Nursing and Allied Health	Lafayette Campus	209 Health and Sciences	337.521.8055
STEM, Transportation and Energy	Lafayette Campus	209 Health and Sciences	337.521.9064



Credit for Prior Learning Appeal Form

Use blue or black ink and **PRINT** clearly.

Date: _____

Student Name (Last, First, Initial)

Student Banner ID

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Phone Number (____)____-____) Email: (School)_____

Course Prefix and Number: _____

Method of CPL Assessment: _____ Portfolio _____ Challenge Exam

Reason for CPL Appeal (Please describe the reason you are submitting this appeal. You may attach additional sheets as necessary.)

Student Signature: _____ Date: _____

Office Use Only:	
Received by:	Date Received:
Student Notified by:	Date of Notification:
<input type="checkbox"/> Appeal Approved <input type="checkbox"/> Appeal Denied	
Dean Signature:	Date: