

AP 4235 Credit for Prior Learning

Reference:

Title 5, Sections 55050 and 55052
Education Code Section 79500

1.0 Credit for Prior Learning may be obtained by one of the following methods:

- 1.1 Achievement of a score of 3 or higher on an Advanced Placement (AP) examination administered by the College Entrance Examination Board.
- 1.2 Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination.
- 1.3 Achievement of a satisfactory score on the College Level Examination Program (CLEP).
- 1.4 Evaluation of Joint Services Transcripts (JST).
- 1.5 Achievement on an examination administered by other agencies approved by the District.
- 1.6 Evaluation of industry recognized credential documentation.
- 1.7 Evaluation of student-created portfolios.
- 1.8 Satisfactory achievement on an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

2.0 Eligibility for Credit for Prior Learning

- 2.1 Credit for prior learning may be granted only to a student who is registered at the college and in good standing.
- 2.2 The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the course outline of record (COR).
- 2.3 A separate evaluation shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which evaluations are conducted pursuant to this section.
- 2.4 Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

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- 2.5 Specific steps for requesting credit for prior learning are listed in the college catalogs.
- 2.6 The eligible courses must be listed in the current college catalog.
- 2.7 The student is not currently or previously enrolled in the course for which credit for prior learning is desired.
- 2.8 Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).
 - 2.8.1 Specific steps for requesting credit by examination are listed in the college catalog.
- 3.0 **Prior Learning Assessment Grading Policy:** Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Procedure 4232, Pass/No Pass Grading Option, if that option is ordinarily available for the course.
- 4.0 **Transcription of Credit for Prior Learning:** The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.
- 5.0 **Advanced Placement:** See current College Catalog for Advanced Placement Credit.
- 6.0 **International Baccalaureate:** See current College Catalog for International Baccalaureate Credit.
- 7.0 **College Level Examination Program:** See current College Catalog for College Level Examination Program Credit.
- 8.0 **Credit for Military Service/Training:** Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) directory and approved by the appropriate discipline faculty of the college under the following circumstances:
 - 8.1 The student shall complete the Credit for Prior Learning assessment process as specified by the college catalog.
 - 8.2 Credit course equivalency shall be determined by the faculty of the appropriate discipline.
 - 8.3 Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

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- 9.0 **Industry Recognized Credentials:** Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:
- 9.1 The student shall complete the Credit for Prior Learning assessment process as specified by the college catalog.
 - 9.2 Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
 - 9.3 If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - 9.3.1 The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - 9.3.2 The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
 - 9.3.3 If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record (COR), the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript.
- 10.0 **Student-Created Portfolio Assessment:** Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:
- 10.1 A department approved portfolio assessment rubric for the course is on file.
 - 10.2 The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office.
 - 10.3 The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
 - 10.4 The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
 - 10.5 If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record (COR), the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript.

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- 11.0 **Credit by Examination:** Credit by examination is limited to those courses designated by the Division Office as eligible for such credit.
- 11.1 The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee.
- 11.2 The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
- 11.3 A separate examination shall be conducted for each course for which credit is to be granted.
- 11.4 Specific steps for requesting credit by examination are listed in the College Catalog.
- 11.5 The faculty may accept an examination conducted at a location other than the College for this purpose.
- 12.0 **Fees:** Credit for Prior Learning is intended to advance the student's educational progress; therefore, it is offered at no cost to the student.

See Board Policy 4235, Credit for Prior Learning.

Date of Adoption: June 22, 2004

Date of Last Revision: February 22, 2021 District Consultation Council
November 5, 2008 Chancellor's Staff