

AP 4235 Credit for Prior Learning

Reference: **Title 5 Sections 55050 and 55052, BP 4235, Education Code section 79500**

Adopted: December 18, 2001

Updated: ~~October 13, 2020~~

NOTE: This procedure is suggested as good practice/optional, but it is legally advised if the Board adopts a policy to allow credit for prior learning. A District must publish its policies pertaining to credit for prior learning in its college catalog. A District must also review its credit for prior learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (I) to the California Community Colleges Chancellor's Office. Additionally, a District must certify to the California Community Colleges Chancellor's Office by December 31, 2020 that it has complied with the requirements of Title 5 Section 55050.

Credit for Prior Learning may be obtained by one of the following methods: (Colleges must determine appropriate methods. Colleges must award prior credit for satisfactory completion of International Baccalaureate and College Level Examination Program examinations. Colleges may award credit for other forms of prior learning, with some common practices listed below).

~~Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:~~

- Achievement of a satisfactory score of 3 or higher on an Advanced Placement (AP) examination administered by the College Entrance Examination Board.
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP) examination
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active a course listed in the ~~current~~ college catalog
- Assessment approved or conducted by proper authorities of the college.

Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Award of credit may be

made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of Eligibility ~~for to Receive~~ Credit for Prior Learning

- The student is currently registered in the college and in good standing;
- The course is listed in the college catalog;
- Not in CCLC The unit value may not be greater than that listed for the course in the catalog;
- Not in CCLC Students have not enrolled in, or completed, the same course or an advanced course at any college in the area in which credit for is requested (may be waived by department).
- Credits acquired via Credit by Examination are not applicable to unit load requirements such as Financial Aid, Selective Service deferment, and Veteran's or Social Security benefits.

Credits acquired ~~via Credit by Examination~~ by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

NOTE: Additional local procedures may be inserted, which must include:

- Procedures for students to attain credit for prior learning that includes credit by examination, evaluation of Joint Services Transcripts, evaluation of student-created portfolios, evaluation of industry-recognized documentation, and standardized exams.
- The student's academic record clearly indicates that the credit was earned by assessment of prior learning.
- Limits on the number of units that may be applied to the Associate degree.
- Other limits on student and course eligibility for credit by examination.
- Procedures that require that a student, upon completion of his/her/their educational plan pursuant to Education Code Section 78212, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning.
- An opportunity for students to accept, decline or appeal decisions related to the award of credit, and in the cases of credit by exam, pursuant to Title 5 Sections 55021 and 55025.

End of CCLC template.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedures 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course

- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Policy 4230 Grading and Academic Record Symbols and Administrative Policy 4231 Grade Changes.

Transcription of Credit for Prior Learning

- The student's academic record shall clearly indicate that the credit was earned by examination.

Credits acquired via Credit by Examination administered by the College District shall be charged the per unit enrollment fee established by Education Code section 76300.

The Credit by Examination procedure shall be clearly delineated in the college catalog and/or course schedule.

Advanced Placement

Credit is awarded for AP examinations passed with a score of 3 or above.

- Credit may be applied to specific general education areas and in some cases fulfill major requirements.
- General education credit awarded must meet the minimum standards outlined in the California Community College General Education AP List.
- Elective units are granted for examinations that do not fit into general education areas and/or fulfill major requirements.
- The District shall post its Advanced Placement Credit procedure on its public website.
- The California Community Colleges (CCC) AP policy stipulates a minimum number of AP credits awarded per examination (AB 1985).
- Grossmont and Cuyamaca Colleges will mirror the CSU GE Breadth AP credit list, which meets or exceeds the CCC AP Policy.
- Official AP transcripts must be on file in the Records Office.

International Baccalaureate

Achievement of a score that qualifies for credit on an International Baccalaureate (IB) Examination.

- Official IB transcripts must be on file in the Records Office.

College Level Examination Program Examination

Achievement of a score that qualifies for credit on a College Level Examination Program (CLEP) Examination.

- Official AP transcripts must be on file in the Records Office.

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:

- The student shall complete the Credit for Prior Learning process as defined in the college catalog.
- Official transcripts must be on file in the Records Office. These may include: Joint Services Transcript (JST), Transcript (SMART), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), DLPT Examinee Results, DD214 military records.
- Credit course equivalency shall be determined by the faculty of the appropriate disciplines.
- Additional verified military records will be reviewed by appropriate credit.

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:

- The student shall complete the Credit for Prior Learning process as defined by in the college catalog.
- Credit Course equivalency will be determined by the appropriate discipline faculty after review and evaluation of the Industry Recognized Credential(s):
 - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
 - 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, the appropriate faculty shall assist the student in completing the Credit for Prior Learning Process as defined in the college catalog.

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:

- Credit for courses on the approved portfolio assessment list will be determined by use of an established rubric that is on file in the respective department.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- 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, the appropriate faculty shall assist the student in completing the Credit for Prior Learning Process as defined in the college catalog.

Credit by Examination

Students interested in Credit by Exam shall receive credit upon satisfactory completion of an examination approved and conducted by the appropriate department chair or designee. The following conditions apply:

- Courses that qualify for Credit by Exam shall be listed in the college catalog.

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