

# CREDIT FOR PRIOR LEARNING

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## Administrative Policy 4235

### References: Education Code Section 79500; Title 5 Sections 55050 and 55052

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

- Achievement of a score of 3 or higher<sup>[1]</sup> on an Advanced Placement examination administered by the College Entrance Examination Board.
- Achievement of a satisfactory score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the colleges.
- Evaluation of Joint Services Transcripts (JST)
- Evaluation of student-created portfolios
- Evaluation of industry-recognized credential documentation
- Documentation of industry recognized training received while incarcerated
- The JST transcript evaluation and military service/training will be based on the American Council on Education (ACE) recommendation and discipline faculty approval.
- Discipline faculty shall determine credit course equivalency for students who complete public services academies (police academy, fire academy, and correction academy, etc.). The determination to offer Credit for Prior Learning (CPL) rests solely on the discretion of faculty within their discipline. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits. While credit may be granted by the College, acceptance of Credit for Prior Learning (CPL) units varies by transfer institution. Please refer to the transfer institution's CPL policies.

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 college catalog. Not all courses are eligible for credit for prior learning. Award of credit may be made to general education, major requirements and electives if necessary for a student to meet their goals. Determination of Eligibility to Receive Credit for Prior Learning:

- The student must be currently registered at the college and in good standing,
- The course is listed in the college catalog,
- The student is not currently enrolled in the course to be challenged. Credits acquired by credit for prior learning shall not be counted in determining the 12 semester units of credit in residence required for an Associate degree.

#### PROCEDURES:

- The student's academic record clearly indicates that the credit was earned by assessment of prior learning.
- There may be other limits on student and course eligibility for credit for prior learning.
- Upon completion of his/her educational plan pursuant to Education Code Section 78212, student shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran, reservist, including National Guard, an active-duty member of the armed forces, holds industry recognized credentials, or requests credit for a course based on their prior learning.
- 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 AP 4231, and AP 4230.

<sup>[1]</sup> Transfer institutions policy can vary.