

## CREDIT FOR PRIOR LEARNING

Credit for prior learning is college credit awarded for college-validated knowledge and skills gained outside the classroom. The District is committed to ensuring equitable access and assessment with regard to credit for prior learning.

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

- The student must be currently registered in the college, in good standing, and have a current educational plan on file.
- 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.
- The course must be listed in the current college catalog.
- The course must be designated as eligible for credit for prior learning by members of the division faculty and approved by the Instruction/Curriculum Committee.
- The assessment must have been approved by faculty in the course or program involved.

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

- Achievement of a satisfactory score 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 Services Transcripts
- Evaluation of a student-created portfolio
- Evaluation of industry-recognized credential documentation
- 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 college

The determination to offer and award credit for prior learning rest solely on the discretion of the discipline faculty. The nature and content of assessments will be determined by faculty in the discipline who normally teach the course for which credit is being granted.

Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- California Intersegmental General Education Transfer Curriculum (IGETC)
- California State University General Education (CSUGE) Breadth
- Local community college general education requirements or requirements for a student's chosen program
- Electives for students who do not require additional general education or program credits to meet their goals

Credits acquired by assessment for prior learning will not be counted in determining the 12 semester hours of credit in residence required for an Associate degree. Additionally, credit for prior learning cannot be used to fulfill any requirements for federal financial aid.

**PRIOR LEARNING GRADING AND TRANSCRIPTION**

- Grading will be according to the regular grading system, as specified in Curriculum and Instruction Procedure 4001.
- Students will be offered a “pass-no pass” option if that option is ordinarily available for the course.
- Students will be given the opportunity to accept, decline, or appeal the grade assigned by faculty.
- The student’s academic record will be clearly annotated to reflect that credit was earned through an assessment of prior learning.

**PROCEDURES FOR STUDENTS TO ATTAIN CREDIT FOR PRIOR LEARNING**

Students may request credit for prior learning by completing an educational plan and submitting a Petition for Credit for Prior Learning form to the Admissions and Records Office.

A student who requests credit for prior learning, is a veteran, is an active-duty member of the armed forces, and/or holds industry-recognized credentials will be referred to the college’s authority for assessment of prior learning upon completion of an educational plan.

**Approved Standardized Examinations**

Students requesting credit for prior learning using Advanced Placement (AP), International Baccalaureate (IB), and/or College-Level Examination Program (CLEP) may receive credit for earning a satisfactory score in the following circumstances:

- Official AP, IB, and/or CLEP transcripts are on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the examination as specified in the college catalog

**Credit by Examination**

Students requesting credit by examination may receive credit for satisfactory completion of an examination administered by a college department in lieu of completion of a course listed in the catalog under the following conditions:

- The student demonstrates that they are qualified, through previous training, experience or instruction, to successfully complete such examination.
- A student may challenge a course for credit by examination only one time.

The determination to offer credit by examination rests solely on the discretion of discipline faculty. A separate examination will be conducted for each course for which credit is being granted.

Credits acquired by examination are not applicable for meeting such unit load requirements as Selective Service deferment, Veteran’s or Social Security benefits.

**Industry-Recognized Credentials**

Students interested in credit for prior learning using industry-recognized credential(s) will receive credit as recommended by the appropriate department chair or faculty designee. The knowledge and skills validated by the industry-recognized credential(s) must align with the content of the course for which credit is being requested. Credit will be awarded under the following circumstances:

- The student’s industry-recognized credential is on file in the Admissions and Records Office
- The discipline faculty has evaluated the industry-recognized credential and verified that it effectively demonstrates sufficient mastery of course content as set forth in the course outline of record.

**Military Service/Training**

Students interested in credit for prior learning using Joint Services 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:

- Official transcripts must be on file in the Admissions and Records Office. These may include but are not limited to Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), Military Occupational Specialty Code (MOS) , Air Force Specialty Code (AFSC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of documents such as DD214, DD295, or similar military records.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

**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:

- A department-approved portfolio assessment rubric for the course is on file.
- The department chair or faculty designee determines that the student-created portfolio adequately measures sufficient mastery of the course content as set forth in the course outline of record.

**Evaluation of Impact**

The Governing Board will review the impact and outcomes associated with credit for prior learning every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including the following:

- The number of students who received credit for prior learning
- The number of credits awarded per student
- Retention and persistence rates of students earning credit for prior learning
- Completion data (for certificate, degree, and transfer) for students earning credit for prior learning
- Qualitative assessments by students of the policies and procedures

Education Code Section 79500  
Title 5, California Code of Regulations, Sections 55050 and 55052