**Coast Community College District**

**ADMINISTRATIVE PROCEDURE**

Chapter 4

**Academic Affairs**

**AP 4235 Credit for Prior Learning**

**Revision**

**References:**

Education Code Section 79500

Title 5 Sections 55050 and 55052

BP 4235

AP 4230 Grading and Academic Record Symbols

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

* Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
* Achievement of a score that qualifies for credit for prior learning through the College Level Examination Program.
* Credit by satisfactory completion of an examination administered by a College in the District in lieu of completion of a course listed in the College catalog in accordance with Title 5, Section 55050(c).
* Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination.
* Achievement of an examination administered by other agencies approved by the College.
* Evaluation of industry recognized credential documentation.
* Evaluation of student-created portfolios.
* Assessment approved or conducted by proper authorities by the College.
* Evaluation of Joint Service Transcripts (JST).

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. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

To be eligible for credit for prior learning:

* The student must be currently enrolled at a College in the District.
* The student must be in good standing and must meet specified eligibility requirements as defined by each College in the District.
* The course is listed in the College catalog.

Credits acquired by assessment of prior learning are not applicable to the determination of a student’s enrollment status of full-time or part-time.

Credits acquired by assessment of prior learning shall not be counted in determining the 12 unit residency requirement for an Associate degree.

Credits acquired by assessment of prior learning are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

The following apply to credit for prior learning:

* The student’s academic record will clearly indicate that the credit was earned by credit for prior learning.
* Each College in the District will determine the number of units earned by credit for prior learning that may be applied to the associate degree.
* Grading of a College approved assessment shall be according to the regular grading system used by the District. Students shall be offered a "pass-no pass" 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 AP 4230 Grading and Academic Record Symbols.
* Students taking a College administered examination shall pay the enrollment fees per unit applicable at the time of the examination.

**International Baccalaureate**

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

• Official IB transcripts must be on file in the College Admissions and Records Office.

• The student achieved a minimum acceptable score on the IB examination as recommended by the College’s IB equivalency guide.

**College Level Examination Program**

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a College-approved College Level Examination Program (CLEP) under the following circumstances:

• Official CLEP transcripts must be on file in the College Admissions and Records Office

• The student achieved a minimum acceptable score on the CLEP examination as recommended by the College’s CLEP Equivalency Guide

**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 assessment petition available in the College Counseling or Admissions and Records Office.

• Official transcripts must be on file in the College Admissions and 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), 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), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.

• Credit course equivalency shall be determined by the faculty of the appropriate discipline

**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 assessment petition available in the College Counseling or Admissions and Records office.

• 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.

• If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:

o The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.

o The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.

o 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 sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to the College Admissions and Records Office to be kept on file and recorded on the student transcript.

**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 student shall complete the Credit for Prior Learning assessment petition available in the College Counseling or Admissions and Records Office.
* 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 sign the petition with the appropriate grade and forward it to the College Admissions and Records Office to be kept on file and recorded on the student transcript.

**Credit by Examination from Within the District**

The Department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The College will award college course credit for successful completion of a College examination administered by the appropriate departmental faculty upon satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog

**The College Credit by Examination Process**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

**The Credit by Examination Procedures**

* Student shall complete the Credit for Prior Learning assessment petition available in the College Counseling or Admissions and Records Office.
* Student meets with the department chair or faculty designee further instructions for Credit by Examination.
* If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to the College Admissions and Records Office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

Ratified August 12, 2012

Ratified DATE