

Palomar Community College District Procedure

AR 4235 CREDIT FOR PRIOR LEARNING

The College will review its credit for prior learning policy every three years, publish in college catalog and report particular findings specified in Title 5 Section 55050 subdivision (l) to the California Community Colleges Chancellor's Office.

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

Students will have an opportunity to accept, decline or appeal decisions related to the award of credit, and in the cases of credit by examination, pursuant to Title 5, Sections 55021 and 55025.

Limits on the number of units that may be applied to the Associate degree. ??????

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
- Achievement of a satisfactory score of 5 or higher on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory minimum score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the College
- Satisfactory evaluation of industry recognized documentation
- Satisfactory evaluation of student-created portfolios
- Satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog.
- Assessment approved and administered by proper authorities of the College.

Determination of Eligibility to Receive Credit by Examination for Prior Learning

- The student must be in good standing
- The student must have previously earned credit or noncredit from the College or be currently registered in the College
- The course is listed in the current College catalog
- The student is not currently enrolled in the course to be challenged
- The student has not received satisfactory credit for a more advanced course

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in the same subject (may be waived by department)

- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

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 Procedure 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 AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes

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

Credits acquired by assessment or examination shall not be counted in determining the 12 semester units of credit in residence required for an Associate degree.

Advanced Placement

Students requesting Credit for Prior Learning using Advanced Placement Examination shall receive credit for achieving a satisfactory score on the Advanced Placement (AP) examination under the following circumstances:

- Official AP score results must be on file in the Admissions Office
- The student achieved a minimum acceptable score on the AP examination as recommended by the College’s AP equivalency guide

International Baccalaureate

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

- Official IB score results must be on file in the Admissions Office
- The student achieved a minimum acceptable score on the IB examination as recommended by the College’s IB equivalency guide

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College Level Examination Program

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

- Official CLEP score results must be on file in the Admissions Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the College's CLEP Equivalency Guide

Credit for Evaluation of 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) 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 Counseling Office
Official transcripts must be on file in the Admissions 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.
- Students with official Joint Services Transcript containing courses that have been evaluated by the American Council on Education with full descriptions and credit recommendations, the College may grant course credit for California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as appropriate for the student's needs, in a course with subject matter similar to that of their military education, training, and service
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Procedures that require that a student, upon completion of 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.

Industry Recognized Documentation Evaluation

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Students interested in Credit for Prior Learning using industry recognized documentation 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 Counseling Office
- Enrollment services shall grant credit for industry recognized documentation that has already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized document has not yet been evaluated and approved by the appropriate faculty:
- The student must meet with the department chair or faculty designee to receive further instructions for industry recognized documentation assessment
 - The student must submit all industry recognized documents to the appropriate department chair or faculty designee for assessment of prior learning
 - If the appropriate department chair or faculty designee determine the industry documentation 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 documentation, and forward the completed petition and supporting documents to the Admissions Office to be kept on file and recorded on the student transcript

Student-Created Portfolio Assessment Evaluation

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 must complete the Credit for Prior Learning assessment petition available in the Counseling Office
- The student must meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student must submit 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 Admissions Office to be kept on file and recorded on the student transcript

Credit by Examination from Within the College ?????

The Department chair or faculty designee shall determine whether or not a student

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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 under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by 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. 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:

Other limits on student and course eligibility for credit by examination.???

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Counseling 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 Admissions office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department for three years

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Office of Primary Responsibility: Instructional Services

Reviewed: October 14, 2020

References:

Education Code Sections; 66025.71, 66700, 70901 and 70902

Title 5 Sections 55002, 55021, 55023, 55025 and 55052

Revised Palomar: 3/23/10; 12/4/18; 11/19/19

66025.71.

(a) The Office of the Chancellor of the California Community Colleges, in collaboration with the Academic Senate for the California Community Colleges, shall do both of the following:

(1) By September 1, 2019, develop a consistent policy to award military personnel and veterans who have an official Joint Services Transcript containing courses that have been evaluated by the American Council on Education with full descriptions and credit recommendations, course credit for California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, or local community college general education requirements, as appropriate for the student's needs, in a course with subject matter similar to that of his or her military education, training, and service.

(2) Periodically review and adjust the policy developed pursuant to this subdivision to align it with policies of other public postsecondary educational institutions.

(b) By December 31, 2020, each community college district shall have a policy consistent with the policy developed by the chancellor pursuant to subdivision (a) to assess Joint Services Transcripts for the awarding of course credit.

(c) Each community college campus shall post on its Internet Web site the most recent policy adopted pursuant to this section.

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The California Community College

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(E) Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff, and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(2) Evaluate and issue annual reports on the fiscal and educational effectiveness of community college districts according to outcome measures cooperatively developed

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with those districts, and provide assistance when districts encounter severe management difficulties.

(3) Conduct necessary systemwide research on community colleges, and provide appropriate information services, including, but not limited to, definitions for the purpose of uniform reporting, collection, compilation, and analysis of data for effective planning and coordination, and dissemination of information.

(4) (A) Provide representation, advocacy, and accountability for the California Community Colleges before state and national legislative and executive agencies.

(B) In order to wholly engage in the recognition review process of an accrediting agency pursuant to subdivision (c) of Section 72208, conduct a survey of the community colleges, including consultation with representatives of both faculty and classified personnel, to develop a report to be transmitted to the United States Department of Education and the National Advisory Committee on Institutional Quality and Integrity that reflects a systemwide evaluation of the regional accrediting agency based on the criteria used to determine an accreditor's status.

(5) (A) Administer state support programs, both operational and capital outlay, and those federally supported programs for which the board of governors has responsibility pursuant to state or federal law. In so doing, the board of governors shall do the following:

(i) (I) Annually prepare and adopt a proposed budget for the California Community Colleges. The proposed budget shall, at a minimum, identify the total revenue needs for serving educational needs within the mission, the amount to be expended for the state general apportionment, the amounts requested for various categorical programs established by law, the amounts requested for new programs and budget improvements, and the amount requested for systemwide administration.

(II) The proposed budget for the California Community Colleges shall be submitted to the Department of Finance in accordance with established timelines for development of the annual Budget Bill.

(ii) To the extent authorized by law, establish the method for determining and allocating the state general apportionment.

(iii) Establish space and utilization standards for facility planning in order to determine eligibility for state funds for construction purposes.

(B) The board of governors may enter into a direct contract with the Academic Senate for the California Community Colleges for the purpose of supporting statewide initiatives, projects, and programs within the purview of the Academic Senate for the California Community Colleges. If the board of governors elects to enter into a direct contract with the Academic Senate for the California Community Colleges, the contract shall specify the objectives and the expected outcomes of the contract.

(6) (A) Establish minimum conditions entitling districts to receive state aid for support of community colleges. In so doing, the board of governors shall establish and carry out a periodic review of each community college district to determine whether it has met the minimum conditions prescribed by the board of governors.

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(B) In determining whether a community college district satisfies the minimum conditions established pursuant to this section, the board of governors shall review the regional accreditation status of the community colleges within that district.

(7) Coordinate and encourage interdistrict, regional, and statewide development of community college programs, facilities, and services.

(8) Facilitate articulation with other segments of higher education with secondary education.

(9) Review and approve comprehensive plans for each community college district. The plans shall be submitted to the board of governors by the governing board of each community college district.

(10) Review and approve all educational programs offered by community college districts and all courses that are not offered as part of an educational program approved by the board of governors.

(11) Exercise general supervision over the formation of new community college districts and the reorganization of existing community college districts, including the approval or disapproval of plans therefor.

(12) Notwithstanding any other provision of law, be solely responsible for establishing, maintaining, revising, and updating, as necessary, the uniform budgeting and accounting structures and procedures for the California Community Colleges.

(13) Establish policies regarding interdistrict attendance of students.

(14) Advise and assist governing boards of community college districts on the implementation and interpretation of state and federal laws affecting community colleges.

(15) Contract for the procurement of goods and services, as necessary.

(16) Carry out other functions as expressly provided by law.

(c) Subject to, and in furtherance of, subdivision (a), the board of governors shall have full authority to adopt rules and regulations necessary and proper to execute the functions specified in this section as well as other functions that the board of governors is expressly authorized by statute to regulate.

(d) Wherever in this section or any other statute a power is vested in the board of governors, the board of governors, by a majority vote, may adopt a rule delegating that power to the chancellor, or any officer, employee, or committee of the California Community Colleges, or community college district, as the board of governors may designate. However, the board of governors shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating power shall prescribe the limits of delegation.

(e) In performing the functions specified in this section, the board of governors shall establish and carry out a process for consultation with institutional representatives of community college districts so as to ensure their participation in the development and review of policy proposals. The consultation process shall also afford community college organizations, as well as interested individuals and parties, an opportunity to

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review and comment on proposed policy before it is adopted by the board of governors.

(f) (1) The board of governors shall administer the online community college established pursuant to subdivision (a) of Section 75001. In its capacity as the governing board of the online community college, the board of governors shall carry out the functions specified in Section 75003. Members of the board of governors shall receive their actual and necessary traveling expenses while on official business. Each member shall also receive one hundred dollars (\$100) for each day he or she is attending to official business.

(2) (A) The board of governors shall contract with a community college district board of trustees for purposes of establishing a separate collective bargaining agreement with employees of the online community college pursuant to the Educational Employment Relations Act established in Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code. The Chancellor of the California Community Colleges shall designate the contract community college district. Employees represented by the collective bargaining agreement established pursuant to this paragraph shall be recruited, recommended for hire, and assigned and directed by the chief executive officer of the online community college appointed pursuant to subdivision (d) of Section 75005.

(B) Notwithstanding subdivision (d) of Section 75007, the contract entered into pursuant to subparagraph (A) shall be exempt from any provision of law relating to competitive bidding, and shall be exempt from the review or approval of any division of the Department of General Services. For only the contract, or contracts, applicable to subparagraph (A) the chancellor's office shall also be exempt from the requirements of Article 6 (commencing with Section 999) of Chapter 6 of Division 4 of the Military and Veterans Code and Part 2 (commencing with Section 10100) of Division 2 of the Public Contract Code.

(C) The chief executive officer of the online college or his or her designee shall participate in the collective bargaining process pursuant to subparagraph (A).

(3) The chief executive officer of the online college shall clarify the identity of the employer of record for all staff of the online college.

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(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

55002. Standards and Criteria for Courses.

(3) Course Outline of Record. The course is described in a course outline of record that shall be maintained in the official college files and made available to each instructor. The course outline of record shall specify the unit value, the expected number of contact hours, outside-of-class hours, and total student learning hours for the course as a whole; the prerequisites, corequisites, or advisories on recommended preparation (if any) for the course; the catalog description, objectives, and content in terms of a specific body of knowledge. The course outline of record shall also specify types or provide examples of required reading and writing assignments, other outside-of-class assignments,

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instructional methodology, and methods of evaluation.

§ 55021. Grading Policies.

(a) The governing board of each community college district shall establish a uniform grading policy for all colleges within the district. The policy shall be based on sound academic principles and be consistent with the requirements of this chapter.

§ 55023. Academic Record Symbols and Grade Point Average.

(g) The governing board of each district shall adopt rules and regulations governing the inclusion or exclusion of units in which a student did not receive a grade or “pass-no pass” or from which the student withdrew in accordance with rules adopted by the district.

§ 55025. Grade Changes

(c) Procedures for the correction of grades shall be consistent with Education Code section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the district determines that it is possible there has been gross misconduct by the original instructor.

§ 55052. Advanced Placement Examinations

The faculty in the appropriate discipline must approve advanced placement examinations, scores deemed to constitute satisfactory performance, courses offered by the college for which credit will be granted, and requirements that may be met by such examinations in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002.