



Administrative Regulation
Chapter 4 – Academic Affairs

AR 4235 CREDIT FOR PRIOR LEARNING and CREDIT BY EXAMINATION

The College will review its credit for prior learning policy every three years, publish in college catalog, admissions website and report particular findings to comply with 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. Said credit may be applied toward a local degree, IGETC, CSU GE or certificate of achievement, as appropriate. Awarding of credit may be made to electives for students who do not require additional general education or program credits to meet their goals. This ensures that the credits help advance students towards certificates or degrees.

Credits acquired by the examination or assessment methods below shall not be counted in determining the 12 semester units of credit in residence required for a degree. Credits acquired by examination or assessment shall not count as units enrolled for the term. Credits acquired by examination or assessment will be added to total units completed.

Students who have an educational plan and wish to satisfy a requirement by credit for prior learning assessment or evaluation must submit a Petition for Credit for Prior Learning obtained on the Admissions and Records website. Instructions will be provided on the form on the procedures students must follow for each particular method of awarding of credit.

Students should be aware that other colleges and universities may limit the use of credit for prior learning and credit by examination. Students are urged to consult with the college or university of interest.

Examination and Assessment Methods

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and Credit by Examination to receive college credit through the approved methods below:

1. Achievement of a satisfactory score of 3 or higher on an Advanced Placement (AP) examination.
2. Achievement of a satisfactory score of 5 or higher on a high-level International Baccalaureate (IB) examination.
3. Achievement of a satisfactory minimum score on a College Level Examination Program (CLEP) test.
4. Evaluation of Joint Services Transcripts (JST).
5. Satisfactory evaluation of industry recognized documentation, including credentials.
6. Satisfactory evaluation of student-created portfolios.

7. Achievement of an examination administered by other agencies approved by the College.
8. Satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog (includes Mathematics Proficiency Assessment for Graduation).

Determination of Eligibility to Receive Credit for Prior Learning and Credit by Exam

- The student must have previously earned credit or noncredit from the College or be currently enrolled in the College.
- The course is listed in the current College catalog.
- The student is not and has not enrolled in the course in question.
- The student has not received satisfactory credit for a more advanced course in the same subject.
- Credits acquired by examination are not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, financial aid, etc.

Prior Learning Assessment Grading Policy

- Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Regulation 4230 Grade Entries, if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept or decline the grade notation on the transcript. If the grade notation is declined, unit and subject credit cannot be granted.

Transcription of Credit for Prior Learning

- The student’s academic record shall be clearly annotated to reflect that credit was earned by satisfactory completion of an assessment or evaluation of credit for prior learning or credit by exam.

1. Credit for Advanced Placement (AP) Exams

- a. Students may receive credit for AP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive AP credit, the student must submit a petition to Admissions and Records Office for subject credit. An official AP Score Report must be sent directly from the College Board to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student’s transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. AP exam results may be used to determine a student’s eligibility in select courses for placement purposes.
- e. Credit awarded through AP exams may be used to satisfy SMC degree, program of study, IGETC, or CSU GE requirements, as approved by the Curriculum Committee.
- f. An acceptable AP score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. AP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of AP credit.

2. Credit for International Baccalaureate (IB) Exams

- a. Students may receive credit for IB exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive IB credit, the student must submit a petition to Admissions and Records Office for subject credit. An official IB transcript must be sent directly from the International Baccalaureate Organization to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. IB exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through IB examination may be used to satisfy SMC degree, program of study, IGETC, or CSU GE requirements, as approved by the Curriculum Committee.
- f. An acceptable IB score for IGETC or CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. IB credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- i. No fees will be charged for the processing and posting of IB credit.

3. Credit for College Level Examination Program (CLEP)

- a. Students may receive credit for CLEP exams as approved by the Curriculum Committee and published in the college catalog.
- b. In order to receive AP credit, the student must submit a petition to Admissions and Records Office for subject credit. An official AP Score Report must be sent directly from the College Board to the Admissions and Records Office.
- c. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- d. CLEP exam results may be used to determine a student's eligibility in select courses for placement purposes.
- e. Credit awarded through CLEP examination may be used to satisfy SMC degree, program of study and CSU GE requirements, as approved by the Curriculum Committee.
- f. An acceptable CLEP score for CSU GE equates to what is listed in the college catalog for certification purposes.
- g. Course credit will not be granted where it duplicates previous college coursework.
- h. A maximum of 30 units of credit may be earned for CLEP examinations.
- i. CLEP credit will not apply toward financial aid eligibility nor can it be used to satisfy the 12-unit residency requirement for graduation.
- j. No fees will be charged for the processing and posting of CLEP credit.

4. Credit for Military Service/Training

Veteran students or an active-duty member of the Armed Forces interested in Credit for Prior Learning using Joint Service Transcripts or Air Force and Air National Guard (CCAF) Transcripts shall receive an evaluation for credit as recommended by the American Council on Education (ACE) and approved by the appropriate discipline faculty of the College under the following circumstances and as outlined in AR 4350 Graduation Requirements.

- a. Pursuant to Education Code Section 78212, upon completion of their educational plan, a veteran or an active-duty member of the armed forces who holds industry-recognized credentials, or requests credit for a course based on their prior learning must submit a Petition for Credit for Prior Learning obtained on the Admissions and Records website, which will be directed to the appropriate department for review, if needed.
- c. The College may grant course credit for IGETC, CSU GE or local general education requirements or electives, as appropriate.
- d. Credit course equivalency shall be determined by the faculty of the appropriate discipline or articulation officer.
- e. No fees will be charged for the processing and posting of credit.

5. Credit for Industry Recognized Documentation

Students interested in having an evaluation for Credit for Prior Learning using industry recognized documentation or credentials shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- a. The student shall complete the Credit for Prior Learning petition available in the Admissions and Records website.
- b. Admissions and Records shall grant credit for industry recognized documentation that has already been evaluated and approved by the appropriate department chair or faculty designee.
- c. 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 the review of industry recognized documentation or credentials, if deemed appropriate.
- d. No fees will be charged for the processing and posting of credit.

6. Credit for Student-Created Portfolio

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. The student must meet with the department chair or faculty designee to receive instructions for student-created portfolio assessment.
- b. A department approved portfolio assessment rubric for the course must be on file with the department and Academic Affairs.
- c. If the department chair or faculty designee determines that portfolio assessment is appropriate, the student must complete the Credit for Prior Learning petition available in the Admissions and Records website.
- d. The student must submit all portfolio documents to the department chair or faculty designee as instructed.
- e. If the department chair or faculty designee determines the student-created portfolio adequately measures mastery of the course learning outcomes as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade notation and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript.
- f. No fees will be charged for the processing and posting of credit.

7. Credit for a Satisfactory Achievement of an External Examination

- a. The student must meet with the department chair or faculty designee to receive instructions for the use of external examinations for Credit of Prior Learning.
- b. If the department chair or faculty designee determines that the external examination is appropriate, the student shall complete the Credit for Prior Learning petition located on the Admissions and Records website.
- c. Students may receive credit for a satisfactory score on an approved examination administered by other agencies if approved by the College.
- d. In order to receive credit, an official score report must be sent directly from the Agency to the Admissions and Records Office.
- e. Once records are verified and eligibility determined, the student's transcript shall be annotated to reflect that course credit was earned by examination. No grade will be given.
- f. Departments utilizing exams created by other agencies shall abide by the regulations of those agencies.
- g. No fees will be charged for the processing and posting of credit.

8. Credit by Examination from Within the College

The nature and content of the assessment for prior learning is determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee and established pursuant to Title 5, Section 55002.

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 to use prior learning experience. This determination is based upon a review of previous course work and/or experience. The evaluating faculty member is encouraged to consult with other discipline faculty as needed.

In order to receive credit:

- a. The student must meet with the department chair or faculty designee to receive instructions for the use of Credit by Exam for Credit of Prior Learning.
- b. If the department chair or faculty designee determines that the exam is appropriate, and one is available to administer, the student shall complete the Credit for Prior Learning petition located on the Admissions and Records website.
- c. The student shall make arrangements to take the exam as instructed.
- d. The student may not take an exam in a course in which the student has previously earned a grade notation.
- e. A given exam may be taken only once.
- f. Credit will not be allowed for a course at a lower level than a course for which credit has been previously earned.
- g. A list of department approved courses for which a student may receive credit by exam shall be filed with the Curriculum Committee and published in the college catalog.
- h. The exam may be administered as appropriate by designated faculty or staff.
- i. If the department chair or faculty designee determines the credit by examination adequately measures mastery of the course learning outcomes as set forth in the Course Outline of Record, the appropriate faculty shall approve and sign the petition with the appropriate grade notation and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript.

- j. Completed exam materials must remain on file with the department for three years.
- k. A fee commensurate to the enrollment fee for the course (by number of units) will be charged. Students eligible for the California College Promise Grant are exempt from paying this fee.

Satisfactory Score on the Math Proficiency Assessment to Meet Graduation Requirement

- a. A student may take a Mathematics Proficiency Assessment administered by the Success and Engagement Center to meet a graduation requirement. See AR 4355 Graduation Proficiency Assessment.
- b. No fees will be charged for the examination and no unit credit will be granted.

*References: Education Code Sections: 66025.71, 66700, 70901, 70902 and 78212
Title 5 Sections: 55002, 55021, 55023, 55025, 55050 and 55052*

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