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Owner: Academic Senates Academic Senates
Policy Area: Chapter 4 Academic Affairs
References: Good Practice/Optional

AP 4235 Credit for Prior Learning

(Replaces current SBCCD AP 4235)

Credit by Examination 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 by examination in the College Level Examination Program (CLEP).~~
- ~~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 college.~~

~~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 catalog of the community 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.~~

Determination of Eligibility to Take the Receive Credit by Examination:

- ~~The student must be currently registered in the college and in good standing.~~
- ~~The student must have completed 12 units at the college.~~
- ~~The course is listed in the college catalog.~~
- ~~Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.~~

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

Eligibility

~~The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).~~

~~A. Administration~~

~~Upon filing of the application, the student will be directed to the appropriate instructor who will determine~~

~~and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.~~

Notation to Record

~~The student's permanent record shall be clearly annotated to reflect that credit was earned by examination.~~

Financial Aid

~~Credits earned through credit by examination are not eligible for financial aid.~~

Waivers

~~The 12-unit residency rule may be waived by the Vice President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.~~

~~In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.~~

NOTE: Additional local procedures may be inserted, which must include:

- **Procedures for students to attain credit for prior learning that includes credit by examination, evaluation of Joint Services Transcripts, evaluation of student-created portfolios, evaluation of industry-recognized documentation, and standardized exams.**
- **The student's academic record clearly indicates that the credit was earned by assessment of prior learning.**
- **Limits on the number of units that may be applied to the Associate degree.**
- **Other limits on student and course eligibility for credit by examination.**
- **Procedures that require that a student, upon completion of his/her 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.**
- **An opportunity for students to accept, decline or appeal decisions related to the award of credit, and in the cases of credit by exam, pursuant to Title 5 Sections 55021 and 55025.**

Reference:

Education Code Section 79500; Title 5 Sections 55050 and 55052

Attachments

[AP 4235 Credit By Examination - Comments](#)
[AP 4235 Credit By Examination - Legal Citations](#)
[AP4235 -OLD.pdf](#)
[Legal Update 36.docx](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Comment by Stat, Policy

2/19/2019, 7:03PM EST

11/8/18 BOT 1st reading
12/13/18 BOT 2nd reading

Draft saved by Stat, Policy

9/9/2020, 9:25PM EDT

Comment by Stat, Policy

9/9/2020, 9:27PM EDT

Legal Update #36

This procedure was updated and retitled to "Credit for Prior Learning" to reflect changes in Title 5 Section 55050. This procedure also identifies new local procedures that must be added to meet credit for prior learning requirements.

Comment by Goodrich, Kelly

9/18/2020, 5:26PM EDT

10-06-2020 DA 2nd Read

DRAFT

(Replaces current SBCCD AP 4235)

Credit by Examination for Prior Learning may be obtained by one of the following methods: 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 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 by examination in the College Level Examination Program (CLEP).
- Evaluation of Joint Service Transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71
- Evaluation of industry-recognized credential documentation
- Evaluation of student-created portfolios
- 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 college.

Commented [WKA1]: See "A" in Title 5 ed code crosswalk document: Title 5 ed code: 55050a

Commented [WKA2]: See "D" in Title 5 ed code crosswalk document: Title 5 ed code: 55050d

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 catalog of the community 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.

Determination of Eligibility to for Take the Receive Credit by Examination for Prior Learning:

- The student must be currently registered in the college and in good standing.
- The student must have completed 12 units at the college previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The course is listed in the current college catalog.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

Commented [WKA3]: See "E" in Title 5 ed code crosswalk document: Title 5 ed code: 55050e

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

Commented [WKA4]: See "H" in Title 5 ed code crosswalk document: Title 5 ed code: 55050h

- A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Commented [WKA5]: See "I" in Title 5 ed code crosswalk document: Title 5 ed code: 55050i

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Commented [WKA6]: See "F" in Title 5 ed code crosswalk document: Title 5 ed code: 55050f

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

Commented [WKA7]: See "D" in Title 5 ed code crosswalk document: Title 5 ed code: 55050d

- California Intersegmental General Education Transfer Curriculum (IGETC),
- California State University General Education (CSUGE) Breadth,

- The college's general education requirements or requirements for a student's chosen program, or
- Electives for students who do not require additional general education or program credits to meet their goals

Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

Commented [WKA8]: See "G" in Title 5 ed code crosswalk document: Title 5 ed code: 55050g

The SBCCD Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:

Commented [WKA9]: See "L" in Title 5 ed code crosswalk document: Title 5 ed code: 55050l

- 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, and
- Qualitative assessments by students of the policies and procedures.

Eligibility

The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).

A. Administration

Upon filing of the application, the student will be directed to the appropriate instructor who will determine and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.

Notation to Record

The student's permanent record shall be clearly annotated to reflect that credit was earned by examination.

Financial Aid

Credits earned through credit by examination are not eligible for financial aid.

Waivers

The 12-unit residency rule may be waived by the Vice President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.

In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.

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BP 4235 Credit for Prior Learning

(Replaces current SBCCD BP 4235)

Credit for prior learning may be earned for eligible courses approved by the district by for students who satisfactorily ~~pass authorized examinations~~ pass an authorized ~~assessment~~ assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-centered created portfolios, and credit by examination. The Chancellor ~~is responsible for establishing~~ shall establish administrative ~~regulations~~ procedures to implement this policy.

Commented [WKA10]: See "A" in Title 5 ed code crosswalk document : Title 5 ed code: 55050a

Reference:

Title 5 Section 55050

Attachments

- [BP 4235 Credit by Examination - Comments](#)
- [BP 4235 Credit by Examination - Legal Citations](#)
- [BP4235 -OLD.pdf](#)
- [Legal Update 36.docx](#)

Comment by Stat, Policy 2/19/2019, 7:08PM EST

11/8/18 BOT 1st reading
12/13/18 BOT 2nd reading

Comment by Stat, Policy 9/9/2020, 9:28PM EDT

Legal Update #36
This policy was updated and retitled to "Credit for Prior Learning" to reflect changes in Title 5 Section 55050.

Draft saved by Stat, Policy 9/9/2020, 9:29PM EDT

Comment by Goodrich, Kelly 9/18/2020, 5:28PM EDT

10-06-2020 DA 2nd Reading