

Academic Affairs**AP 4235 CREDIT FOR PRIOR LEARNING****Reference:**

Education Code Section 79500;
Title 5, Sections 55050, 55051, 55052, and 55052.5

Cerritos College offers credit for prior learning to provide students with increased access to course credit in pursuit of their educational goals. In particular, the related policy and procedures promote student equity by honoring previous educational and work experiences and by permitting students to exemplify prior learning by demonstrating the skills they have acquired using diverse methods.

Cerritos College may award Credit for Prior Learning based on a student's demonstration of proficiency by any of the methods listed below. Detailed procedures regarding each method are outlined later in this document.

- Satisfactory score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board.
- Satisfactory score on the College Level Examination Program (CLEP) examination.
- Satisfactory score on an International Baccalaureate (IB) examination.
- Evaluation of military service and/or training (e.g., Joint Services Transcripts).
- Evaluation of industry-recognized credential documentation.
- Satisfactory score on a College-administered examination (i.e., Credit by Examination) or other assessment of student work by discipline faculty (e.g., student-created portfolio; performance-based competency assessment) in lieu of completion of a course listed in the college catalog.
- Satisfactory score on a standardized examination administered by external agencies approved by the College.

In accordance with Title 5, Section 55050(d), credit for prior learning may be awarded 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 College catalog. 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, California State University General Education Breadth, and College general education requirements or requirements for a student's chosen program. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

A maximum of 30 units may be awarded for Credit for Prior Learning.

In accordance with Title 5 section 55050(j), a student shall be referred to the college's appropriate authority for assessment of prior learning upon completion of their educational plan pursuant to California Education Code Section 78212 if the student: is a veteran or an active-duty member of the armed forces, or holds industry-recognized credentials, or requests credit for a course based on their prior learning.

Student Eligibility for Credit for Prior Learning

The following eligibility criteria are generally applicable for students petitioning for credit for prior learning:

- Student must have previously earned credit or completed noncredit coursework at the District or be currently admitted to the District. High school students petitioning to receive credit for successfully completing high school coursework that has been formally articulated with a Cerritos College course are exempt from this requirement.
- Student must be in good standing at the College. *[Title 5, Section 55050(e)]*
- Student must have an educational plan on file before credit will be awarded for prior learning.
- Student is not currently enrolled in or has not previously earned credit for the course to be challenged.

The following additional criteria apply for “**Credit by Examination**,” or credit for district-administered examinations:

- The student is currently enrolled at Cerritos College. *[Title 5, Section 55050(e)]*
- The student has an overall GPA of 2.0 in all college units attempted at Cerritos College. (**NOTE:** This requirement is waived for newly entering students.)
- The course is listed in the most current college catalog and is approved for “Credit by Examination.”
- The student has met prerequisite(s) for the course.
- The student is not currently enrolled in or has not previously received credit for a more advanced course which follows the course in sequence. (**NOTE:** This may be waived by department).
- A student may attempt to receive credit by district-administered examination only once for any given course. Multiple attempts to receive credit by examination for the same course are not permitted.
- The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.
- The student has not already earned the maximum of 30 units for credit for prior learning.

Limits to the Application of Credit Awarded for Prior Learning

- Credit awarded for prior learning is not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit awarded for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. *[Title 5, Section 55050(h)]*

- Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Students seeking credit for portfolio assessment should be encouraged to consult with a counselor regarding transfer requirements at particular institutions.

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. *[Title 5, Section 55050(g)]*
- 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. *[Title 5, Section 55050(g)]*
- 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. *[Title 5, Section 55050(k)]*

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. *[Title 5, Section 55050(f)]*

Specific Procedures for Methods of Awarding Credit for Prior Learning Advanced Placement (AP) Examination

Cerritos College may provide students with advanced placement and credit if they score a 3, 4, or 5 on a College Board Advanced Placement (AP) Examination and if the following conditions are met:

- The student must be admitted and enrolled in the College during the semester in which the advanced placement is accepted and credit is awarded.
- The student can only receive advanced placement and credit in those subject areas that have been identified and approved by faculty and division administrators.
- The student shall be responsible for submitting official documentation from the College Board verifying test scores to the Admissions and Records Office.

Any student who passes a College Board Advanced Placement (AP) examination with a minimum score of three (3) in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination. For any AP examination that the College does not offer a course similar in content, the College will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the College may award elective credit. The College shall post its Advanced Placement Credit procedure on its website.

Specific Procedures for Methods of Awarding Credit for Prior Learning International Baccalaureate (IB) Examination

Cerritos College may provide students with advanced placement and credit for the local associate degree if they score a passing score on an International Baccalaureate (IB) Examination and if the following conditions are met:

- The student must be admitted and enrolled in the College during the semester in which the score is accepted and credit is awarded.
- The student can only receive credit in those subject areas that have been identified and approved by faculty and division administrators.
- The student shall be responsible for submitting official documentation from the College Board verifying test scores to the Admissions and Records Office.

For higher level courses, the passing score is a 5 and for standard level the passing score is a 4. Any student who passes an International Baccalaureate (IB) examination with a minimum passing score will be awarded credit in a general education area with a subject matter similar to that of the IB examination. For any IB examination that the College does not offer a course similar in content, the College will award credit in the General Education area shown on the California Community College General Education IB List. If there is no General Education area that fits the IB Examination, the College may award elective credit. The College shall post its International Baccalaureate Credit procedure on the website.

College Level Examination Program (CLEP) Examinations

Cerritos College may grant students credit for CLEP examinations under the following conditions:

- Cerritos College will grant three (3) units of credit for each general examination on which a student scores 50 or higher.
- CLEP general examination credit may be used to satisfy General Education requirements for the Associate in Arts degree or Associate of Science degree. Requests for CLEP general education credit should be submitted to the Admissions and Records Office. **NOTE:** Credit granted towards the local associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Students seeking credit based on CLEP scores should be encouraged to consult with a counselor regarding transfer requirements at particular institutions.
- Credit for Subject Examinations may be granted by Cerritos College for scores of 50 or more.
- A maximum of 30 units of CLEP credit may be used for an Associate in Arts degree or Associate of Science degree.
- CLEP credit may not be used to improve a previous grade earned in a course.
- No CLEP credit may be earned for any course in which the student has already received a grade.
- CLEP credit posted to another institution's transcript is reevaluated based on Cerritos College's standards.

Credit for Military Service/Training

Veterans who have served on active duty a period of one year or longer and who have received other than a dishonorable discharge may be granted four (4) units of credit. The units will be designated as "Military Credit" on the transcript. To apply for these units, the veteran must present Part 4 of their military service records (Form D.D.214) to the Admissions and Records Office. Credits are elective credits for the Associate degree only and do not apply to certificate programs.

Students interested in Credit for Prior Learning based on evaluation of Joint Service Transcripts (JST) or other military-issued transcripts (e.g., Community College of the Air Force – CCAF; Defense transcripts) may 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 documenting military training must be on file in the Admissions and Records Office.
- 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 Office of Admissions and Records shall grant credit for industry-recognized credentials that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry-recognized credential has not yet been evaluated and approved by the department:
 - The student shall meet with the department chair or faculty designee to receive further instructions regarding the assessment of industry-recognized credentials.
 - The student shall submit all documentation related to the industry-recognized credential to the department chair or faculty designee for assessment of prior learning.
 - If the department chair or faculty designee determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall document the assigned grade on the appropriate form, attach a copy of the industry-recognized credential(s), and forward all documentation to the 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 conditions:

- The department has approved and maintains documentation of (a) course-specific rubric(s) to assess portfolios for credit.

- 201 • The student has met with the department chair or faculty designee to receive specific
202 instructions for submitting a student-created portfolio assessment.
- 203 • The student has submitted all portfolio documents to the department chair or faculty
204 designee for assessment of prior learning.
- 205 • The student has submitted the appropriate petition for Credit for Prior Learning
206 assessment available in the Counseling or Admissions and Records Office.
- 207 • If the department chair or faculty designee has determined the student-created
208 portfolio adequately measures mastery of the course content as set forth in the Course
209 Outline of Record, the appropriate faculty shall document the assigned grade on the
210 appropriate form and forward all documentation to the Admissions and Records Office
211 to be kept on file and recorded on the student transcript.

212 **District-Administered Examination (Credit by Examination)**

213 Eligibility criteria specific to district-administered examinations, or “Credit by
214 Examination,” are outlined in the Student Eligibility for Credit for Prior Learning section of
215 this document.

216 In an effort to promote equitable access to credit for prior learning, students are currently
217 not charged a fee for district-administered examinations.

218 Cerritos College may grant students course credit for credit by examination as
219 recommended by the appropriate department chair or faculty designee under the
220 following conditions:

- 221 • The department has approved and maintains documentation of the district-
222 administered examination. A separate examination shall be conducted for each
223 course for which credit is to be granted. *[Title 5, Section 55050(e)]*
- 224 • The student has submitted the appropriate petition for Credit for Prior Learning
225 assessment available in the Counseling or Admissions and Records Office.
- 226 • If the department chair or faculty designee has determined that the student has
227 passed the district-administered examination, the appropriate faculty shall document
228 the assigned grade on the appropriate form and forward all documentation to the
229 Admissions and Records Office to be kept on file and recorded on the student
230 transcript.

231 Office of Primary Responsibility: Vice President, Academic Affairs

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