

4 **AP 4235 CREDIT FOR PRIOR LEARNING**

5 **Reference:**

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

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

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

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

27 In accordance with Title 5, Section 55050(d), credit for prior learning may be awarded  
28 only for individually identified courses with subject matter similar to that of the student's  
29 prior learning and only for a course listed in the College catalog. Upon a student's  
30 demonstration of sufficient mastery through an examination or assessment, an award of  
31 credit should be made, if possible, to California Intersegmental General Education  
32 Transfer Curriculum, California State University General Education Breadth, and College  
33 general education requirements or requirements for a student's chosen program. Award  
34 of credit may be made to electives for students who do not require additional general  
35 education or program credits to meet their goals.

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

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

42 **Student Eligibility for Credit for Prior Learning**

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

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

54 The following additional criteria apply for **"Credit by Examination,"** or credit for district-  
55 administered examinations:

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

73 **Limits to the Application of Credit Awarded for Prior Learning**

- 74 • Credit awarded for prior learning is not applicable to meeting of such unit load  
75 requirements as Selective Service deferment, Veterans, or Social Security benefits.
- 76 • Credit awarded for prior learning shall not be counted in determining the 12 semester  
77 hours of credit in residence required for an associate degree. *[Title 5, Section  
78 55050(h)]*

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

84     **Prior Learning Assessment Grading Policy**

85     • Grading shall be according to the regular grading system in accordance with  
86       Administrative Procedure 4230 Grading and Academic Record Symbols. *[Title 5,  
87       Section 55050(g)]*

88     • Students shall be offered a “Pass/No Pass” option, in accordance with Administrative  
89       Procedure 4232 Pass/No Pass Grading Option, if that option is ordinarily available for  
90       the course. *[Title 5, Section 55050(g)]*

91     • Students shall be given the opportunity to accept, decline, or appeal the grade  
92       assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230  
93       Grading and Academic Record Symbols and AP 4231 Grade Changes. *[Title 5,  
94       Section 55050(k)]*

95     **Transcription of Credit for Prior Learning**

96     • The student’s academic record shall be clearly annotated to reflect that credit was  
97       earned by assessment of prior learning. *[Title 5, Section 55050(f)]*

98     **Specific Procedures for Methods of Awarding Credit for Prior Learning**

99     **Advanced Placement (AP) Examination**

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

103    • The student must be admitted and enrolled in the College during the semester in which  
104       the advanced placement is accepted and credit is awarded.

105    • The student can only receive advanced placement and credit in those subject areas  
106       that have been identified and approved by faculty and division administrators.

107    • The student shall be responsible for submitting official documentation from the College  
108       Board verifying test scores to the Admissions and Records Office.

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

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

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

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

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

137 **College Level Examination Program (CLEP) Examinations**

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

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

159 **Credit for Military Service/Training**

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

166 Students interested in Credit for Prior Learning based on evaluation of Joint Service  
167 Transcripts (JST) or other military-issued transcripts (e.g., Community College of the Air  
168 Force – CCAF; Defense transcripts) may receive credit as recommended by the American  
169 Council on Education (ACE) Directory and approved by the appropriate discipline faculty  
170 of the college under the following circumstances:

- 171 • Official transcripts documenting military training must be on file in the Admissions and  
172 Records Office.
- 173 • Credit course equivalency shall be determined by the faculty of the appropriate  
174 discipline.

175 **Industry-Recognized Credentials**

176 Students interested in Credit for Prior Learning using industry-recognized credential(s)  
177 shall receive credit as recommended by the appropriate department chair or faculty  
178 designee:

- 179 • The Office of Admissions and Records shall grant credit for industry-recognized  
180 credentials that have already been evaluated and approved by the appropriate  
181 department chair or faculty designee
- 182 • If an industry-recognized credential has not yet been evaluated and approved by the  
183 department:
  - 184 ○ The student shall meet with the department chair or faculty designee to receive  
185 further instructions regarding the assessment of industry-recognized credentials.
  - 186 ○ The student shall submit all documentation related to the industry-recognized  
187 credential to the department chair or faculty designee for assessment of prior  
188 learning.
  - 189 ○ If the department chair or faculty designee determines the industry certification  
190 adequately measures mastery of the course content as set forth in the Course  
191 Outline of Record, the appropriate faculty shall document the assigned grade on  
192 the appropriate form, attach a copy of the industry-recognized credential(s), and  
193 forward all documentation to the Admissions and Records Office to be kept on file  
194 and recorded on the student transcript.

195 **Student-Created Portfolio Assessment**

196 Students interested in Credit for Prior Learning using a student-created portfolio shall  
197 receive credit as recommended by the appropriate department chair or faculty designee  
198 under the following conditions:

- 199 • The department has approved and maintains documentation of (a) course-specific  
200 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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