

Academic Affairs

1 **AP 4235 CREDIT FOR PRIOR LEARNING**

2 **Reference:**

3 Education Code Section 79500;
4 Title 5, Sections 55050 and 55052

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

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

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

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

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

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

39 **Student Eligibility for Credit for Prior Learning**

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

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

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

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

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

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

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

81 **Prior Learning Assessment Grading Policy**

- 82 • Grading shall be according to the regular grading system in accordance with
83 Administrative Procedure 4230 Grading and Academic Record Symbols. *[Title 5,*
84 *Section 55050(g)]*
- 85 • Students shall be offered a “Pass/No Pass” option, in accordance with Administrative
86 Procedure 4232 Pass/No Pass Grading Option, if that option is ordinarily available for
87 the course. *[Title 5, Section 55050(g)]*
- 88 • Students shall be given the opportunity to accept, decline, or appeal the grade
89 assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230
90 Grading and Academic Record Symbols and AP 4231 Grade Changes. *[Title 5,*
91 *Section 55050(k)]*

92 **Transcription of Credit for Prior Learning**

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

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

96 **Advanced Placement (AP) Examination**

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

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

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

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

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

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

135 **Credit for Military Service/Training**

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

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

- 147 • Official transcripts documenting military training must be on file in the Admissions and
148 Records Office.
- 149 • Credit course equivalency shall be determined by the faculty of the appropriate
150 discipline.

151 **Industry-Recognized Credentials**

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

- 155 • The Office of Admissions and Records shall grant credit for industry-recognized
156 credentials that have already been evaluated and approved by the appropriate
157 department chair or faculty designee
- 158 • If an industry-recognized credential has not yet been evaluated and approved by the
159 department:

- 160 ○ The student shall meet with the department chair or faculty designee to receive
161 further instructions regarding the assessment of industry-recognized credentials.
162 ○ The student shall submit all documentation related to the industry-recognized
163 credential to the department chair or faculty designee for assessment of prior
164 learning.
165 ○ If the department chair or faculty designee determines the industry certification
166 adequately measures mastery of the course content as set forth in the Course
167 Outline of Record, the appropriate faculty shall document the assigned grade on
168 the appropriate form, attach a copy of the industry-recognized credential(s), and
169 forward all documentation to the Admissions and Records Office to be kept on file
170 and recorded on the student transcript.

171 **Student-Created Portfolio Assessment**

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

- 175 • The department has approved and maintains documentation of (a) course-specific
176 rubric(s) to assess portfolios for credit.
- 177 • The student has met with the department chair or faculty designee to receive specific
178 instructions for submitting a student-created portfolio assessment.
- 179 • The student has submitted all portfolio documents to the department chair or faculty
180 designee for assessment of prior learning.
- 181 • The student has submitted the appropriate petition for Credit for Prior Learning
182 assessment available in the Counseling or Admissions and Records Office.
- 183 • If the department chair or faculty designee has determined the student-created
184 portfolio adequately measures mastery of the course content as set forth in the Course
185 Outline of Record, the appropriate faculty shall document the assigned grade on the
186 appropriate form and forward all documentation to the Admissions and Records Office
187 to be kept on file and recorded on the student transcript.

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

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

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

194 Cerritos College may grant students course credit for credit by examination as
195 recommended by the appropriate department chair or faculty designee under the
196 following conditions:

- 197 • The department has approved and maintains documentation of the district-
198 administered examination. A separate examination shall be conducted for each
199 course for which credit is to be granted. *[Title 5, Section 55050(e)]*
- 200 • The student has submitted the appropriate petition for Credit for Prior Learning
201 assessment available in the Counseling or Admissions and Records Office.

- 202 • If the department chair or faculty designee has determined that the student has
203 passed the district-administered examination, the appropriate faculty shall document
204 the assigned grade on the appropriate form and forward all documentation to the
205 Admissions and Records Office to be kept on file and recorded on the student
206 transcript.

207 Office of Primary Responsibility: Vice President, Academic Affairs

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