

DRAFT: RECOMMENDED ADMINISTRATIVE PROCEDURE
Academic Affairs
Prepared by the MAP CPL Workgroup: Version 11/09/2023

AP 4235– CREDIT FOR PRIOR LEARNING

This procedure implements Board of Trustees Policy BP 4235 Credit for Prior Learning (CPL).

Policies pertaining to CPL shall be published in the College catalog(s). The District shall review its CPL policy every three years and report particular findings specified in Title 5 Section 55050 subdivision to the California Community Colleges Chancellor's Office.

CPL Definition

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

CPL Awards

When CPL is awarded for individually identified college courses, the courses shall be listed in the college catalog. Any course in the college catalog may be eligible for CPL and P/NP grade with faculty or designee review and approval. Credit shall be applied as appropriate to an approved intersegmental lower-division general education pattern used for transfer to the University of California or the California State University, and local community college general education requirements, or requirements for a student's chosen program. When the college is not able to award course credit based on the catalog, credit may be applied to general education requirements, major requirements, or electives needed to meet graduation requirements.

The nature and content of CPL assessment shall be determined by faculty in the discipline (or designee) for which credit is to be granted. The faculty shall determine that the assessment adequately measures mastery of the course content as set forth in the outline of record.

CPL Types

Students may be eligible for course, general education area, or elective CPL through the approved alternative methods of awarding college credit, including:

- **Military (CPL-M)** based upon:
 - Evaluation of Joint Services Transcripts (JST); or
 - Credit recommendations made by the ACE Military Guide, MAP, or local college discipline faculty.
- **Industry Certification (CPL-I)** based upon:
 - Evaluation of industry recognized credentials and licenses; or
 - Credit recommendations made by agencies such as ACE National Guide, the National College Credit Recommendation Service (NCCRS), MAP, or local college discipline faculty.
- **Credit by Exam (CPL-E)** based upon:
 - Satisfactory completion of a local college examination administered by the college in lieu of completion of an active course listed in the current college catalog.
- **Portfolio Review (CPL-P)** based upon:
 - Evaluation conducted by local discipline faculty.
- **Standardized Assessment (CPL-A)** based upon a satisfactory score on:

- Advanced Placement (AP) examination
- High-level International Baccalaureate (IB) examination
- College Level Examination Program (CLEP)
- Defense Language Proficiency Test (DLPT)
- Defense Activity for Non-Traditional Education Support (DANTES DSST)
- Examination administered by other agencies approved by the District

CPL Modes of Learning

The non-collegiate learning that serves as the basis for CPL may be acquired in a variety of modes and settings, including:

- Military training
- Industry training
- High school coursework (via articulation agreements)
- Noncredit, community education, and contract education coursework
- Other Learning Modes:
 - Apprenticeships, internships, work-based learning, or other industry-based experiential learning
 - Non-accredited learning
 - State and federal government training
 - Professional development
 - Volunteer and civic training (e.g., Peace Corps, AmeriCorps)
 - Self-study
 - Other

Determination of Eligibility for CPL

In order to be eligible to receive CPL, the student must meet the following criteria:

- Student must have previous academic history (previously earned credit or noncredit from the District) or be currently enrolled in (or admitted to) a college at the District.
- Student seeking Credit by Exam must be in good standing at the college.
- Student must submit, prior to CPL transcription, official test scores for processing of CPL for standardized exams such as: AP, IB, CLEP, and/or DLPT. Unofficial copies may be used for CPL education planning purposes.
- Student is not currently enrolled in the course for which CPL may be granted.
- Student has not received credit on their academic record(s) for an equivalent course.

Limitations and Opportunities for CPL

- Credit acquired by CPL may not be applicable to meeting load requirements for programs such as Selective Service deferment, veterans benefits, CalWORKS, EOPS (and other special programs), or Social Security benefits;
- Credit acquired by CPL shall not be counted in determining residency;
- Credit awarded through CPL may not be used for grade alleviation.
- Credit awarded through CPL may not be used in determining financial aid eligibility as required by law. Any credits awarded through CPL will be counted toward maximum unit count under the Financial Aid Satisfactory Academic Progress Policy.
- Credit granted by the District may or may not transfer to other institutions. Final determination regarding transfer of credit rests with the receiving institution.
- All students shall be informed of CPL opportunities during orientation or when completing an education plan.

- Students shall be given the opportunity to accept, decline, or appeal offers of Credit for Prior Learning.

Grading Policy for CPL

- Grading shall be according to the regular grading system in accordance with Administrative Procedure AP X230 Grading and Academic Record Symbols;
- For Credit by Exam and Portfolio Review, students shall be offered a “Pass/No Pass” option, in accordance with Administrative Procedure AP X230 Pass/No Pass Grading Option, if that option is ordinarily available for the course.
- For all other types of CPL, students shall be eligible for a “Pass/No Pass” grade.

Transcribing CPL

The student’s academic record shall be clearly annotated to reflect that credit was earned by CPL.

- The Type of CPL shall be notated (e.g., Military (CPL-M), Industry (CPL-C), Exam (CPL-E), Portfolio (CPL-P), Assessment (CPL-A)).
- For Credit By Exam and Portfolio Review, the credit and grade shall be posted to a specific term.

Procedures for Awarding CPL

- Students are made aware of CPL opportunities through a variety of means, including college website, outreach, orientation, catalog, and through onboarding procedures.
- The college will make CPL articulations accessible to the public and may recommend CPL opportunities to current and potential students.
- Students may initiate the CPL process by completing a CPL request form and submitting supporting documentation. Students should meet with the CPL coordinator and/or counselor to discuss CPL options.
- CPL for Standardized Exams or military training may be awarded automatically upon receipt of official transcripts. Students may decline credit following the college's official process.
- All CPL related documentation must be submitted to the college. While unofficial copies of the CPL documentation may be used for educational planning purposes, the official CPL document is required to award CPL.
- College CPL personnel will first review all existing CPL articulations related to student requests. If no CPL articulation exists, then CPL personnel will initiate an articulation review which is forwarded to discipline faculty (or designee) for approval.
- College CPL personnel will complete an analysis of potential CPL and determine the appropriate CPL based on the student’s education plan, program of study, and desired transfer destination.
- Students shall have an opportunity to accept, decline, or appeal CPL decisions.
 - Students who wish to appeal a CPL decision shall meet with the CPL coordinator and/or counselor. In response to the appeal, the CPL coordinator and/or counselor will explore all options with students, including possible credit by exam, portfolio assessment, and elective or area credit.
- The college places accepted CPL on the official transcript.

Credit for Military Service/Training

Students eligible for CPL based on military service/training shall receive credit under the following circumstances:

- Official JST (or other official documentation) is on file in the Records Office; and
- Academic credit for military service and military schools is granted based on the analysis of the JST or other official documented evidence of military experience(s). Credit recommendations

from the American Council on Education (ACE) Military Guide or the Military Articulation Platform (MAP) may be utilized.

Procedures for Credit for Military Service/Training

- (To be determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

Standardized Exams (such as AP, IB, CLEP, DLPT, DANTES DSST)

Advanced Placement (AP) Credit

Students requesting CPL using Advanced Placement (AP)

Examinations of the College Entrance Examination Board shall receive credit with scores of 3, 4, or 5. Official AP transcripts must be on file in the Admissions and Records Office. For more details, see Administrative Procedure 4236 Advanced Placement Credit.

International Baccalaureate

Students requesting CPL using International Baccalaureate shall receive credit for completing a satisfactory score on a District approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Records Office; and
- The student achieved a minimum acceptable score on the IB examination as recommended by the District IB equivalency guide noted in the college catalogs.

College Level Examination Program

Students requesting CPL using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file; and
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District CLEP equivalency guide noted in the college catalogs.

Defense Language Proficiency Test (DLPT) examination

Students requesting CPL using a DLPT examination shall receive credit for completing a satisfactory score on a DLPT examination under the following circumstances:

- The official DLPT transcripts must be on file; and
- Credit for DLPT examination is awarded for the minimum score as published in the college catalog.

Defense Activity for Non-Traditional Education Support (DANTES DSST) examination

Students requesting CPL using the DANTES DSST examination program shall receive credit for completing a satisfactory score on a DANTES DSST examination under the following circumstances:

- The official DANTES DSST transcripts must be on file; and
- Credit for DANTES DSST examination is awarded for the minimum score as published in the college catalog.

Industry Recognized Credentials and Licenses

The college shall analyze industry recognized credential(s) and licenses for the purpose of awarding CPL where appropriate. Students requesting such CPL shall receive credit under the following circumstances:

- A copy of the credential or license must be on file in the Admissions and Records.

- Discipline faculty (or designee) has determined that the credential or license adequately demonstrates mastery of the course content as set forth in the Course Outline of Record. Credit recommendations from platforms such as American Council on Education (ACE) National Guide, the National College Credit Recommendation Service (NCCRS), and the MAP Platform may serve as the basis for CPL.

Procedures for Industry Recognized Credentials and Licenses

- (To be locally determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

Credit by Examination

- Faculty guidelines and limitations for developing Credit by Examination (CBE).
 - The nature and content of the examination shall be determined solely by college faculty in the discipline who normally teach the course for which credit is to be granted;
 - A separate examination shall be conducted for each course (not section) for which credit is to be granted. CPL may be awarded for individually identified courses (not sections) for which examinations are conducted pursuant to this section;
 - The CBE assessment shall address the topics and course objectives listed in the Course Outline of Record to the same rigor as the standard college course; and
 - The college shall provide any student requesting CBE with a copy of the official Course Outline of Record to aid the student in making the decision to attempt the CBE assessment.
 - To be eligible for CBE, the student must have:
 - Registered in the current term and in good standing,
 - Never received a letter grade or is not currently enrolled in the course.
 - Students who have received credit for a more advanced course in sequence must meet with a counselor to determine if CBE is an option.

Procedures for Credit by Examination

- (To be locally determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

Portfolio Assessment

Students eligible for CPL based on portfolio review shall receive credit under the following circumstances:

- A portfolio based on discipline guidelines is on file in the division/department office in which the discipline is housed. The student will assemble a portfolio that demonstrates college level learning, knowledge, or skills.
- The nature, content, and guidelines of the portfolio shall be determined by the faculty in the discipline who normally teach the course for which credit is to be granted.
 - A portfolio assessment rubric for the course is on file and available for student review.
 - The portfolio assessment shall address the topics and student learning objectives listed in the course outline of record to the same rigor and standard as the college course.
 - Portfolio assessment shall be performed by the faculty in the discipline who normally teach the course for which credit is to be granted.
- A separate portfolio assessment shall be conducted for each course for which credit is to be granted.

Procedures for Portfolio Assessment

- (To be locally determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

High School Articulated Courses

Students interested in CPL using articulated high school courses shall receive credit for the successful completion of equivalent high school and/or regional occupational programs (ROP) coursework provided that the credit by examination process is followed. See college catalog for details and Administrative Procedure (AP) 4050 Articulation.

Noncredit, Community Education, Contract Education Course

Students interested in CPL based on completion of noncredit, community education, or contract education courses shall receive credit as recommended by the appropriate department chair or faculty designee provided that the college process is followed (Colleges or districts may opt to use direct curricular alignment for CPL).

Procedures for Noncredit, Community Education, Contract Education Courses

- (To be locally determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

Other Learning Modes: Apprenticeships, internships, work-based learning, or other industry-based experiential learning, Non-accredited learning, state and federal government training, professional development, volunteer and civic training, self-study, or other learning modes.

Students interested in CPL based on the above learning modes shall receive credit as recommended by the appropriate department chair or faculty designee provided that the college process is followed.

Other Learning Modes: Procedures for Apprenticeships, internships, work-based learning, or other industry-based experiential learning, Non-accredited learning, state and federal government training, professional development, volunteer and civic training, self-study, or other learning modes.

- (To be locally determined by college or district).
- For colleges using MAP, see *MAP Process Addendum*

References:

Education Code Sections 66025.71, 66700, 70901, Sections 70901 and 70902; Section 79500;
Title 5 Sections 55002, 55023, 55021, 55025, 55050, and 55052