

Coast Community College District
ADMINISTRATIVE PROCEDURE

Chapter 4
Academic Affairs

AP 4235 Credit for Prior Learning

References:

Education Code Sections 78212 and 79500
Title 5 Sections 55050 and 55052
BP 4235
AP 4230 Grading and Academic Record Symbols

Credit 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 for prior learning through the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by a College in the District in lieu of completion of a course listed in the College catalog in accordance with Title 5, Section 55050(c).
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination.
- Achievement of an examination administered by other agencies approved by the College.
- Evaluation of industry recognized credential documentation.
- Evaluation of student-created portfolios.
- Assessment approved or conducted by proper authorities by the College.
- Evaluation of Joint Service Transcripts (“JST”) or other verifiable training records.

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. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

To be eligible for credit for prior learning:

- The student must be currently enrolled at a College in the District.
- The student must be in good standing and must meet specified eligibility requirements as defined by each College in the District.
- The student must have at least an abbreviated student educational plan on file.
- The course is listed in the College catalog.

Credits acquired by assessment of prior learning are not applicable to the determination of a student's enrollment status of full-time or part-time.

Credits acquired by assessment of prior learning shall not be counted in determining the 12 unit residency requirement for an associate degree.

Credits acquired by assessment of prior learning are not applicable to meeting of such unit load requirements as Selective Service deferment, or Veteran's or Social Security benefits.

A student, upon completion of their educational plan pursuant to California 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.

The following apply to credit for prior learning:

- The student's academic record will clearly indicate that the credit was earned by credit for prior learning.
- Each College in the District will determine the number of units earned by credit for prior learning that may be applied to the associate degree.
- Grading of a College approved assessment shall be according to the regular grading system used by the District. Students shall be offered a "pass - no pass" option if that option is ordinarily available for the course. In cases where the College has not received sufficient evidence to issue a letter grade, a grade of "pass - no pass" will be awarded if that option is ordinarily available for the course. 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.
- 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 the College's general education requirements or requirements for a student's chosen program of study.

Students taking a College administered examination shall pay the enrollment fees per unit applicable at the time of the examination.

Ratified August 12, 2012
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