



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

Credit for Prior Learning may be obtained by a sufficient score or assessment of learning through the following methods:

- Advanced Placement (AP) examination administered by the College Board.
- College Level Examination Program (CLEP) examination administered by the College Board.
- High Level International Baccalaureate (IB) examination administered by the International Baccalaureate.
- Defense Activity for Non-Traditional Education Support (DANTES DSST) exam, administered by the DANTES Subject Standardized Tests.
- An examination administered by the college in lieu of completion of an active course listed in the current college catalog.
- Portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.
- Credit for military service, training, and experience.
- Credit for work experience, training, or industry certifications as determined by local college discipline faculty.

Alternative methods for awarding credit may or may not transfer to another institution. Final determination regarding transfer of credit rests with the receiving institution. Credits awarded through the alternative methods do not apply toward residency requirements for graduation. Credits acquired through alternate methods 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. The student's academic record will clearly indicate the credit was earned through the specific alternative method. No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.

Determination of Eligibility to Receive Transcribed Credit for Successful Completion of an Approved Examination

- The student must be currently registered at the college.
- The student must be in good academic standing.
- The student's academic record will clearly indicate the credit was earned through the specific alternative method. (Example: "Advanced Placement", "CLEP", "Credit by Examination", etc.)

Credits acquired by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Advanced Placement

See Administrative Procedure 4236, Advanced Placement.

College Level Examination Program

General education credit will be granted to students who successfully completed a College Level Examination Program (CLEP) examination with a score consistent with college catalogs.

Credit may be granted under the following circumstances:

- The student has official CLEP examination score reports sent from the College Board or submits them on official Joint Services Transcripts.
- The student achieved the minimum acceptable score on the CLEP examination as recommended by the California Community College Chancellor's Office.
- Grades and grade points will not be assigned to college credits earned through CLEP examinations.

International Baccalaureate

The colleges of the District will grant credit for successfully completing Higher Level International Baccalaureate (IB) examinations, where a score of 4, 5, 6, or 7 has been earned. Standard level examinations are not granted credit.

Credit may be granted under the following circumstances:

- The student has official IB transcripts sent from the International Baccalaureate.
- The student achieved the minimum acceptable score on the IB examination as recommended by the California Community College Chancellor's Office.
- Grades and grade points will not be assigned to college credits earned through IB examinations.

Credit by Institutional Examination

The colleges of the District will grant credit for successful completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit may be granted under the following circumstances:

- The determination to offer credit by examination rests solely on the discretion of the discipline faculty. In the event the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify the appropriate discipline adjunct faculty to make the determination.

- The method and content of the examination is the sole discretion of the discipline faculty and shall be sufficient to measure mastery of the course outline of record.
- A request for Credit by Institutional Examination may be denied when faculty are not available.
- A separate examination shall be conducted for each course for which credit is to be granted.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- The student may not have previously taken the course and received a grade other than a "W". After 3 attempts resulting in a "W" however, the request for credit by examination will be denied.
- The student may not be enrolled in the course to be challenged.
- The student must pay equal to the per unit enrollment fee of the course for which they are seeking credit regardless of the earned grade on the examination.

Credit by Portfolio Assessment

Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit may be granted under the following circumstances:

- A portfolio assessment rubric based on discipline guidelines must have been created by discipline faculty.
- Portfolio assessment may be performed by full time faculty who currently teach the course and who agree to perform the assessment. In the event that the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to perform the assessment.
- A request for Credit by Portfolio Assessment may be denied if no faculty are available to assess the portfolio of the courses requested for credit do not have a portfolio rubric on file.
- A separate portfolio assessment shall be conducted for each course for which credit is to be granted. The Portfolio must articulate, document, and verify the student's college-level learning, knowledge, or skills acquired through experience.
- The student may request portfolio assessment for the same course only once within the District.
- The student will pay for the assessment of their portfolio.
- The faculty shall determine that portfolio assessment adequately measures mastery of the course content as set forth in the outline of record.
- If the faculty member determines that the college level learning demonstrated in the portfolio is equal to a grade of "C" or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit.
- Grades of "Pass" and "No Pass" will be assigned to credit earned through portfolio assessment.

Credit for Military Service/Training

The colleges of the District will award college course credit for military service, training, and experience based on the analysis of the Joint Services Transcript (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.

Credit may be granted under the following circumstances:

- Military credits may count toward general education, major, areas of emphasis, certificate, and elective credits, and are applicable to an associate degree.
- Grades and grade points will not be assigned to college credits granted through military experience.

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