

AP 4235 CREDIT FOR PRIOR LEARNING**References:**

Education Code Sections; 66025.71, 66700, 70901, and 70902;
Title 5 Sections 55050, 55051, 55052, and 55052.5

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, and credit by examination.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination;
- Achievement of a satisfactory score on the College Level Examination Program (CLEP);
- Achievement of a score that qualifies for credit by International Baccalaureate examination.
- Evaluation of Joint Service Transcripts (JST);
- Achievement of an examination administered by other agencies approved by the district;
- Evaluation of industry-recognized credential documentation;
- Evaluation of student-created portfolios; or
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit for prior learning must be recommended by a faculty subject matter expert who normally teaches the course. If the department chair does not have subject matter expertise, then a faculty designee with subject matter expertise shall be appointed.

Determination of Eligibility for Credit for Prior Learning

The following criteria shall be used to determine eligibility for credit for prior learning:

- The student must be in good standing in the district;
- The student must have previously earned credit or noncredit from the district or be currently registered in the district;
- Current students must have an education plan on file;
- The course is listed in the current college catalog;
- The student is not currently enrolled in the course to be challenged; or
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department).

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

Grading shall be according to the regular grading system in accordance with *AP 4230 Grading and Academic Record Symbols* and *AP 4231 Grade Changes*. Students shall be offered a "Pass/No Pass" option, in accordance with *AP 4232 Pass/No Pass Grading Option*, 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 4231 Grade Changes*.

Transcription of Credit for Prior Learning

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Advanced Placement

Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.

College Level Examination Program

Students requesting Credit for Prior Learning 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 in Enrollment Services; or
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the district's CLEP Equivalency Guide.

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- Official transcripts must be on file in Enrollment Services. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records; and
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry Recognized Credentials

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

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee;
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty, the student shall meet with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment;
- The student shall submit all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning; and
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to Enrollment Services to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

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

- A department approved portfolio assessment rubric for the course is on file;
- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment;
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning; and
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to Enrollment Services to be kept on file and recorded on the student transcript.

Credit by Examination from Within the District

The department chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

Students wishing to take a course through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- Credit by satisfactory completion of an examination administered by the district in lieu of completion of a course listed in the College of Marin catalog is obtained by the student.

The District Credit by Examination Process

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/ program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the circumstances stated immediately below.

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Counseling Department or Enrollment Services;
- Student shall meet with the department chair or faculty designee further instructions for Credit by Examination; and
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the recorded grade and forward to Enrollment Services to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

Also see BP/AP 4050 Articulation

Offices of Primary Responsibility: Student Learning and Success, Enrollment

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