



Administrative Procedure

Chapter 4 – Academic Affairs

AP 5235 – CREDIT FOR PRIOR LEARNING

This procedure implements Board of Trustees Policy BP 5235 Credit for Prior Learning.

Policies pertaining to credit for prior learning must be published in the City, Mesa, and Miramar College and Continuing Education catalogs. The District must also review its credit for prior learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (l) to the California Community Colleges Chancellor's Office.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods of awarding credit including *authorized assessments that may include the evaluation of approved credit by examination, Joint Services Transcripts, student-created portfolios, industry-recognized credentials, and standardized exams.*

Credit may be awarded to a student for prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Credit shall be applied as appropriate to the California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and local community college general education requirements, or requirements for a student's chosen program. Award of credit may be applied to electives for students who do not require additional general education or program credits to meet their goals.

In order to be eligible to receive Credit for Prior Learning, the student must meet the following criteria:

- be enrolled at the college and in good standing in the District;
- have an education plan on file;
- apply for credit for a course listed in the current College catalog; and
- not be currently enrolled in the course.

Credit acquired by Credit for Prior Learning may not be applicable to meeting load requirements for Selective Service deferment, veterans benefits, or Social Security benefits.

Credit acquired by Credit for Prior Learning shall not be counted in determining residency requirements for any degree or certificate.

All students who may be eligible shall be informed of Credit for Prior Learning opportunities when completing an education plan.

Students shall be given the opportunity to accept, decline, or appeal the Credit for Prior Learning assigned by the faculty.

Transcription of Credit for Prior Learning

Industry Recognized Credentials

Credit for Prior Learning may be awarded using industry recognized credential(s) that the department chair or faculty designee has determined adequately demonstrates mastery of the course content as set forth in the Course Outline of Record. This may be determined by prior evaluation or via student petition.

Credit by Examination

1. Faculty guidelines and limitations for developing Credit by Examination (CBE)
 - a. 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 (See AP 3900.1);
 - b. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section;
 - c. Grading shall be according to the regular grading system approved by the Board of Trustees, including pass/fail if that option is available for the regular college course. The student's grade awarded for the course shall be determined by the student's grade on the CBE assessment;
 - d. The CBE assessment shall address the topics and student learning objectives listed in the course outline of record to the same rigor as the standard college course; and
 - e. 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 whether or not to attempt the CBE assessment.
2. CBE approval process
 - a. Courses shall be proposed and approved to be offered through CBE via the curriculum review and approval process; each college approved to offer a designated course via CBE must be identified in the curriculum documentation;
 - b. The District Instructional Services office will maintain and annually provide a list of courses approved to be offered via CBE at the colleges;
 - c. Faculty with minimum qualifications in the discipline shall develop and/or approve each CBE assessment. To approve a CBE assessment, the college's discipline faculty members must agree to the following:
 - 1) The nature and content of the examination;
 - 2) The measurement method used to score the examination;
 - 3) The scores required on the examination for each grading level (i.e. A, B, C, D, F);
 - 4) The location and circumstances under which the examination will be administered; and
 - 5) Examination eligibility criteria, such as performance in a non-collegiate preparatory course.

- d. Only assessments approved by faculty with minimum qualifications in the discipline shall be used for CBE.
 - e. An archive of the discipline faculty-approved CBE assessment for each course offered via CBE shall be maintained by the college.
 - f. All CBE assessments shall be reviewed by the appropriate college faculty members at least once every two years.
3. Administration of CBE assessments
- a. CBE assessments may be administered at non-college locations such as local high schools or Continuing Education campuses by designated college or District employees or approved proctors according to AP 3900.1 Section 5 and 6;
 - b. In instances where external accreditation or licensure requirements exist administration of CBE exams must be conducted in accordance with those additional requirements;
 - c. A faculty member with minimum qualifications in the discipline or a faculty designated proctor must administer the grading of all CBE assessments, regardless of location;
 - d. The district career education and workforce development education dean shall:
 - 1) Coordinate the administration of CTE Transitions CBE agreements and assessments at Continuing Education and/or high schools, including facilitating the development of agreements. Agreements will stipulate grading, proctoring, student requirements, and process for students to receive college credit;
 - 2) Maintain a list of approved CBE proctors who are not SDCCD employees along with the discipline faculty or department chair's written approval and appointment of such proctors;
 - 3) Coordinate with student services personnel to ensure the proper awarding of credit and grades earned through CBE (See AP 3900.1, 5, and 6);
 - 4) Ensure that agreements stipulate that assigned grades are based solely on the student's actual performance on the CBE assessment (see II.4.iii above);
 - 5) Coordinate between the college discipline faculty or department chair and the Continuing Education campuses and/or high schools to ensure the enforcement of eligibility criteria and the proctoring and grading expectations (see iii, II.4.v. above).

Additional procedures shall be developed for student-created portfolio assessment, credit for military service training, and standardized examinations.

References:

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

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(Supersedes AP 5325)

