



AP 4235 CREDIT FOR PRIOR LEARNING

References:

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902
Title 5 Sections 55002, 55023, 55021, 55025, 55051, 55052, and 55052.5

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit at SBCC 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 a high level International Baccalaureate (IB) examination.
- Achievement of a score that qualifies for credit by International Baccalaureate examination.
- Achievement of a satisfactory score on the College Level Examination Program (CLEP).
- 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.
- 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.

Determination of Eligibility for Credit for Prior Learning

- The student must be currently enrolled in the college and in good standing and a 2.0 GPA at SBCC.
- The student must have previously earned 12 units of credit or the equivalent of noncredit coursework from SBCC. Although credit may be requested prior to the completion of 12 units, no credit shall be posted on the student's transcript until after 12 units have been earned at SBCC.
- Students applying for credit for prior learning must have an education plan on file.



- The course(s) for which credit is being requested must be listed in the current college catalog.
- The unit value of the course for which credit is being requested may not be greater than that listed for the course in the current catalog.
- The student may not be currently enrolled in, nor previously received credit for the same course.
- The student shall complete the Credit for Prior Learning petition and submit to Admissions and Records by stated deadlines.

Credits earned via Credit for Prior Learning are not applicable to unit load requirements such as Financial Aid, Selective Service deferment, and Veteran's or Social Security benefits. However, any credits awarded through Credit for Prior Learning will be counted toward maximum unit count under the Financial Aid Satisfactory Academic Progress Policy.

Credits earned via Credit for Prior Learning shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Applicable course and enrollment fees may apply for any credits earned through Credit for Prior Learning and are non-refundable.

Credits earned via Credit for Prior Learning options apply to SBCC degree and certificate programs only. Other institutions may not award Credit for Prior Learning or may apply credits differently.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with BP/AP 4230 Grading and Academic Record Symbols.
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 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 for Prior Learning, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.

The units and grades received through Credit for Prior Learning are used in determining the total units attempted, units earned, and grade points for the student.



A grade received through any method of Credit for Prior Learning may not be used to remove a substandard grade previously received in the same course.

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

Students requesting Credit for Prior Learning using Advanced Placement (AP) Examinations of the College Entrance Examination Board shall receive credit with scores of 3, 4, or 5 under the following circumstances:

- The student achieved a minimum acceptable score on the AP examination as indicated on the Advanced Placement Credit Chart listed in the current college catalog.
- Official AP transcripts must be on file in the Admissions and Records Office.

See Administrative Procedure 4236 Advanced Placement Credit.

International Baccalaureate

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

- Official IB transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the IB examination as indicated on the Advanced International Baccalaureate Chart listed in the current college catalog.

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program (CLEP) shall receive credit for completing a satisfactory score on a college approved College Level Examination Program (CLEP) under the following circumstances:



- Official CLEP transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as indicated on the College Level Examination Program Credit Chart listed in the current college catalog..

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:

- Official transcripts must be on file in the Admissions and Records Office. 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.
- 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:

- Admissions and Records 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 meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.



- The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
- 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 the Admissions and Records Office 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 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.
- 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 the Admissions and Records Office to be kept on file and recorded on the student transcript.

Credit by Examination

In order to permit students to demonstrate that they have met the objectives of a course through experience in the workplace, 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 college and appropriate instructional department/ program. Students must demonstrate proficiency in subject matter essentially equivalent to a course for which credit is being requested, in lieu of completion of the course, provided the department designates the course as suitable for credit by examination.



The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the Curriculum Advisory Committee. The faculty member shall determine that the examination adequately measures mastery of the course content as set forth in the official course outline of record.

Credit by Examination Process and Procedures

Students interested in Credit for Prior Learning using Credit by Exam should initiate an informal discussion with the department chair or faculty designee and instructor prior to initiating the formal process. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

Students must petition for credit by examination by the end of the third week of the semester. The examination must be taken at a time determined by the instructor but no later than the last day of instruction. Department chairpersons shall submit the name(s) of the student(s) who have successfully achieved credit by examination by the end of the semester in which credit is granted.

Credit by examination is offered only by departments who maintain a list of eligible courses and the department's process for obtaining credit.

Once the examination has been completed, the corresponding grade must be posted to the student's transcript accordingly, even in the circumstances of a substandard grade on the exam.

A maximum of 12 units may be earned by credit examination.

Credit by Examination is not available where:

- The student has already completed a more advanced course in the discipline.
- The student previously has received an evaluative symbol grade (A, A-, B+, B, B-, C+, C, D+, D, D-, F, W, FW, CR, P, NC or NP) for the course taken at SBCC.
- The student has failed the Credit by Examination test (cannot petition to retake the course by Credit by Examination).



Legal Reference Update #31: October 2017

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