

CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) is college credit awarded for college-validated knowledge and skills gained outside the classroom. The District is committed to ensuring equitable access and assessment with regard to credit for prior learning.

The determination to offer and award CPL rests solely on the discretion of the discipline faculty. The nature and content of assessments will be determined by faculty in the discipline, and where possible, by faculty who normally teach the course for which credit is being granted.

ELIGIBILITY

The following are the eligibility criteria for receiving CPL:

- The student must be currently registered in the college.
- 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.
- The course must be listed in the current college catalog.
- The student has not received credit on their academic record(s) for an equivalent course.
- The course must be designated as eligible for credit for prior learning by members of the department faculty.
- The assessment must have been approved by faculty in the course or program involved.

METHODS FOR EARNING CREDIT FOR PRIOR LEARNING

CPL may be obtained by one of the following methods:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board.
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination.
- Achievement of a satisfactory score on the College-Level Examination Program (CLEP) examination.
- Evaluation of Joint Services Transcripts.
- Evaluation of a student-created portfolio.
- Evaluation of industry-recognized certifications and documented trainings. ~~credential documentation.~~
- Satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- Approved intersegmental lower-division general education pattern (e.g., CalGETC, IGETC, CSUGE) used for transfer to the University of California or the California State University.
- Local community college general education requirements or requirements for a student's chosen program.
- Electives for students who do not require additional general education or program credits to meet their goals.

MODES OF LEARNING

CPL may be acquired in a variety of modes and settings, including but not limited to:

- **Formal Training Programs:**
 - Military training
 - Industry training
 - State and federal government training
- **Educational Coursework:**
 - High school coursework (via articulation agreements)
 - Noncredit, community education, and contract education coursework
 - Non-accredited learning
- **Workplace and Experiential Learning:**
 - Apprenticeships, internships, and work-based learning
 - Other industry-based experiential learning
- **Professional and Personal Development:**
 - Professional development programs
 - Volunteer and civic training (e.g., Peace Corps, AmeriCorps)
 - Self-study

APPLICATION AND LIMITATIONS

- Credit acquired by CPL may not be applicable to meeting load requirements for programs such as Selective Service deferment, veteran benefits, CalWORKS, EOPS (and other special programs), or Social Security benefits.
- Credits acquired by assessment for prior learning ~~will not~~ may be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- Credit awarded through CPL may not be used for grade alleviation.
- CPL cannot be used to fulfill any requirements for federal financial aid. Any credits awarded through CPL will be counted toward the maximum unit count under the Financial Aid Satisfactory Academic Progress Policy.
- Credit granted by the District may or may not transfer to other institutions. The final determination regarding the transfer of credit rests with the receiving institution.

GRADING AND TRANSCRIPTION

- Grading will be according to the regular grading system, as specified in Curriculum and Instruction Procedure 4001.
- Students will be offered a “pass-no pass” option if that option is ordinarily available for the course.
- Students will be given the opportunity to accept, decline, or appeal decisions on assessments before the credit is awarded. Once CPL is accepted and recorded on a student’s transcript, it becomes a permanent part of their academic record.
- The student’s academic record will be clearly annotated to reflect that credit was earned through an assessment of prior learning, including the method used.

PROCEDURES FOR STUDENTS TO ATTAIN CREDIT FOR PRIOR LEARNING

Students are provided with information related to CPL opportunities through the new student orientation, college catalogs, and the educational planning process.

Students may request CPL by submitting a Petition for Credit for Prior Learning Form to the Admissions and Records Office.

Students who are veterans, active-duty members, or hold industry-recognized **certifications and documented trainings credentials** will receive assistance accessing CPL opportunities upon completion of an educational plan.

Approved Standardized Examinations

Students requesting CPL using Advanced Placement (AP), International Baccalaureate (IB), and/or College-Level Examination Program (CLEP) may receive credit for earning a satisfactory score in the following circumstances:

- Official AP, IB, and/or CLEP transcripts are on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the examination as specified in the college catalog.

Credit by Examination

Students requesting credit by examination may receive credit for satisfactory completion of an examination administered by a college department in lieu of completion of a course listed in the catalog under the following conditions:

- The student demonstrates that they are qualified, through previous training, experience, or instruction to successfully complete such examination.
- The student has not previously challenged the course for credit by examination.

A separate examination will be conducted for each course for which credit is being granted.

Industry-Recognized Certifications and Documented Trainings Credentials

Students requesting CPL using industry-recognized **certifications and documented trainings credential(s)** will receive credit as recommended by the appropriate department chair or faculty designee. The knowledge and skills validated by the industry-recognized **certifications and documented trainings credential(s)** must align with the content of the course for which credit is being requested. Credit will be awarded under the following circumstances:

- The student's industry-recognized **certifications and documented trainings credential** is on file in the Admissions and Records Office.
- The discipline faculty has evaluated the industry-recognized **certifications and documented trainings credential** and verified that it effectively demonstrates sufficient mastery of course content as set forth in the course outline of record.

Military Service/Training

Students requesting CPL using Joint Services Transcripts shall receive credit as recommended by the American Council on Education (ACE) Military Guide 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 but are not limited to 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), Military Occupational Specialty Code (MOS), Air Force Specialty Code (AFSC), DLPT Examinee Results, DA Form 330 Language Proficiency

Questionnaire, or verified copies of documents such as DD214, DD295, or similar military records.

Student-Created Portfolio Assessment

Students requesting CPL 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 department chair or faculty designee determines that the student-created portfolio adequately measures sufficient mastery of the course content as set forth in the course outline of record.

EVALUATION OF IMPACT

The Governing Board will review the impact and outcomes associated with CPL every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including the following:

- The number of students who received CPL
- The number of credits awarded per student
- Retention and persistence rates of students earning CPL
- Completion data (for certificate, degree, and transfer) for students earning CPL
- Qualitative assessments by students of the policies and procedures

Education Code Section 79500
Title 5, California Code of Regulations, Sections 55050 and 55052

Related Board Policies:
Board Policy 4016

Related Procedures:
Instruction Procedure 4001

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