

Administrative Procedure 4235 Credit for Prior Learning

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AP 4235 Credit for Prior Learning

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

The purpose of Credit for Prior Learning is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted.

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 a high-level International Baccalaureate (IB) 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

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 degree.

A. Determination of Eligibility for Credit for Prior Learning

- The student must be currently registered at the College, enrolled in the semester in which Credit for Prior Learning is requested, and making satisfactory academic progress
- The student must have previously earned credit or noncredit from the District or be currently registered in the College
- Current students must have an education plan on file
- The course is listed in the current San Joaquin Delta College Catalog
- The student must meet the prerequisite(s) for the course for which Credit for Prior Learning is requested. A student who does not meet the prerequisite(s) may seek entry into the class via a Declaration of Equivalency or Matriculation Appeal Petition (See AP 5052 – Open Enrollment)

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- The student cannot have successfully completed or be currently enrolled in the course for which Credit for Prior Learning is requested
- Credit by Examination: The student is registered in the College and not currently enrolled in nor received credit for a more advanced course in the same subject (maybe waived by department)

B. Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading Symbols
- Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Procedure 4230.1 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 4230 Grading Symbols and AP 4231 Grade Changes and Adjustment of Fees
- Units earned via Credit for Prior Learning shall not be counted in determining residency required for the associate degree or certificate.

C. 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

D. Methods of earning Credit for Prior Learning

- Advanced Placement See Administrative Procedure 4235.1 Credit for Advanced Placement Examinations
- International Baccalaureate See Administrative Procedure 4235.2 Credit for International Baccalaureate Examinations
- College Level Examination Program See Administrative Procedure 4235.3 Credit for College Level Examination Program Examinations (CLEP)
- 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 initiate the Credit for Prior Learning assessment petition available in the Admissions & Records Office

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- Official transcripts must be on file in the 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
- Elective credit will be determined by Veteran Services
- Industry Recognized Credentials
 - Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate discipline chair or faculty designee:
 - The student shall initiate the Credit for Prior Learning assessment petition available in the Admissions & Records Office
 - Admissions & 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 discipline chair or faculty designee receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents the discipline chair or faculty designee for assessment of prior learning
 - The discipline chair or faculty designee will make a determination of the industry recognized credential 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 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 discipline chair or faculty designee under the following circumstances:

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- A discipline approved portfolio assessment rubric for the course is on file
- Recommended completion of COUN 70 Portfolio Development
- The student shall initiate the Credit for Prior Learning assessment petition available in the Admissions & Records Office
- The student meets with the discipline chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the discipline chair or faculty designee for assessment of prior learning
- The discipline chair or faculty designee will make a determination of whether 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 Records Office to be kept on file and recorded on the student transcript
- Credit by Examination from Within the College
 - The Discipline 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 discipline 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 Examination must be completed prior to the end of the current semester or session
 - The College will award college course credit for successful completion of a College examination administered by the appropriate discipline faculty under the following circumstances:
 - Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
 - Credit by satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the San Joaquin Delta College Catalog
- 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, student may earn

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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 discipline chair or faculty designee under the following circumstances:
 - The Credit by Examination Procedures
 - Student shall initiate the Credit for Prior Learning assessment petition available in the Admissions & Records Office
 - Student meets with the department chair or faculty designee further instructions for Credit by Examination
 - The discipline chair or faculty designee will make a determination of whether 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 appropriate grade and forward it to the Records Office to be kept on file and recorded on the student transcript

The Department of Instructional Services is primarily responsible for the implementation of this policy.

Procedures and Responsibilities

Payment of CBE Fees – Payment of Credit for Prior Learning Fees – A fee no more than equal to the current per unit enrollment fee is paid by the student prior to the Credit for Prior Learning being added to the student academic record.

Professor Compensation – Examiner will be paid according to a negotiated amount as defined in the (SJDCTA) San Joaquin Delta College Teachers Association Collective Bargaining Agreement Appendices.