

CITRUS COMMUNITY COLLEGE DISTRICT STUDENT SERVICES

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, 55052, and 55052

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:

Credit for Prior Learning - Externally Administered Standardized Exams

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level (HL) International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)

Credit for Prior Learning - District (Local) Administered 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
- 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 - District (Local) Administered Examination

- 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 a student education plan on file
- The course is listed in the current Citrus College Catalog
- The student is not currently enrolled in the course to be challenged
- 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 degree.

A student may be granted no more than 30 units through any combination of Credit for Prior Learning.

Students have the right to accept, decline or appeal decisions related to the award of credit.

District (Local) Administered Examination - Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 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 by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and 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 See Administrative Procedure 4236

Credit for Prior Learning – Externally Administered Examination

Advanced Placement Credit (See AP 4236)

Students requesting Credit for Prior Learning using Advanced Placement shall receive credit for completing a satisfactory score on a District approved Advanced Placement (AP) examination under the following circumstances:

- Official AP transcripts must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the AP examination (3, 4, or 5) as recommended by the District’s AP guide.

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score (4, 5, 6) on a District 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 recommended by the District’s IB guide.

College Level Examination Program (CLEP) under the following circumstances:

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved 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 recommended by the District's CLEP 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 or Admissions and Records Office
- 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 Center (DLIFLC),
 - Defense Language Proficiency Test (DLPT) Examinee Results
 - 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 faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in Admissions and Records
- Admissions and Records shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate faculty designee
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the faculty designee to receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents to the faculty designee for assessment of prior learning

- If the 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 faculty designee under the following circumstances:

- A program approved portfolio assessment rubric for the course is on file
- The student shall complete the Credit for Prior Learning assessment petition available in the Admissions and Records Office
- The student meets with the faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the faculty designee for assessment of prior learning
- If the 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 for Prior Learning through Examination from within the District (local) – Credit by Examination

The faculty designee shall determine whether 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 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:

- 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 District in lieu of completion of a course listed in the Citrus College Catalog.

The District Credit for Prior learning 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 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 faculty designee under the following circumstances:

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Admissions and Records Office
- Student meets with the faculty designee for further instructions for Credit by Examination
- If the faculty designee determines 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 the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the program for three years in the Vice President of Academic Affairs Office.

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