



AP 4235 CREDIT FOR PRIOR LEARNING

References: Education Code Section 79500; Title 5 Section 55050 and 55052

Credit for Prior Learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. CPL 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, and only for a course listed in the District catalog.

CPL for an identified course may be granted only to an individual who has demonstrated mastery of the course content described in the course outline of record approved by the District's curriculum committee. Subject to this procedure's requirements and limitations, District faculty who normally teach the course for which an individual seeks CPL, in conjunction with the corresponding department chair, retain sole discretion to determine whether to consider requests for CPL for the course, whether to award CPL to an individual for the course, the type(s) of assessment(s) that may be used, and the content of the assessment(s). District faculty may choose an assessment(s) from the list outlined below.

1. Methods of Assessment

- a. Standard satisfactory score on Advanced Placement (AP) Examination administered by the College Entrance Examination Board.
- b. Standard satisfactory score on College Level Examination Program (CLEP).
- c. Standard satisfactory score on International Baccalaureate (IB) program.
- d. Satisfactory score on other standardized exams approved by local discipline faculty.
- e. Evaluation by local discipline faculty of Joint Services Transcripts.
- f. Evaluation by local discipline faculty of industry-recognized credentials and licenses.

Students requesting such CPL shall receive credit under the following circumstances:

- i. A student shall provide documentation of the credential or license to the District to be retained in the Office of Admissions & Records.
 - ii. Discipline faculty have determined that the credential or license adequately demonstrates mastery of the course content as set forth in the Course Outline of Record.
- g. Satisfactory completion of approved noncredit course(s) with an equated credit course(s). Unless the student rejects the Credit for Prior Learning, the final grade of the

noncredit course(s) shall be used as the Credit for Prior Learning grade for the credit course(s).

- h. Credit by satisfactory completion of a locally developed examination or assessment administered by District faculty.
 - i. The nature and content of the examination or assessment shall be determined solely by District faculty in the discipline who normally teach the course for which credit will be granted;
 - ii. A separate examination or assessment shall be conducted for each course (not section) for which credit is to be granted. CPL may be awarded for individually identified courses (not sections) for which examinations or assessments are conducted pursuant to this section; and
 - iii. The examination or assessment shall address the topics and course objectives listed in the Course Outline of Record to the same rigor as the standard college course.
- i. Satisfactory evaluation by District faculty of student-created portfolios in lieu of completing a course listed in the college catalog. Students eligible for CPL based on portfolio review will receive credit under the following circumstances:
 - i. An exemplar portfolio reflective of discipline guidelines is on file in the division/department office in which the discipline is housed. The student will assemble a portfolio that demonstrates college level learning, knowledge, or skills.
 - ii. The nature, content, and guidelines of the portfolio shall be determined by the faculty in the discipline who normally teach the course for which credit is to be granted.
 - A. If faculty have created a portfolio assessment rubric or criteria for the course and submitted it to the District, the District shall make it available for student review.
 - B. The portfolio assessment shall address the topics and student learning objectives listed in the course outline of record to the same rigor and standard as the college course.
 - C. Portfolio assessment shall be performed by the faculty in the discipline who normally teach the course for which credit is to be granted.
 - iii. A separate portfolio assessment shall be conducted for each course for which credit is to be granted.
- j. Local discipline faculty may accept an examination or assessment conducted by an institution other than College of the Canyons for purpose of assessment of prior learning.

2. General Eligibility

- a. To be eligible for CPL, an individual must:
- b. Have a current application with the District on file.
- c. Be in good standing or have no standing.
- d. Request CPL for a course listed in the District's current course catalog.
- e. Have satisfied the prerequisites and other enrollment requirements for the particular course for which CPL is requested.
- f. Not be currently enrolled in the course for which they request CPL or have prior credit for the course or an equivalent course at the District.
- g. Not have requested CPL for the same course previously at the District (although the individual may enroll in the course in a future term for credit if the CPL assessment produced a substandard grade of D, F, or NP.).

3. Units

Units earned by CPL:

- a. Shall not be considered units completed in residence towards a certificate or degree.
- b. Shall not be used for enrollment verification or reports to insurance companies or other similar agencies.
- c. May count toward major or general education coursework for the associate degree or certificate or as elective units.
- d. Are inapplicable toward satisfaction of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits and/or Financial Aid.
- e. May not be used for Grade Alleviation (forgiveness).
- f. Shall be clearly annotated on the student's academic record to reflect that they were earned as CPL. CPL granted by the District may or may not transfer to other institutions. Final determination regarding transfer of credit rests with the receiving institution.

4. Procedures

- a. The faculty, collectively through the Academic Senate, with review and recommendation by discipline faculty, shall approve on a regular basis the courses for which CPL may be awarded based on AP, CLEP, and IB assessments, and satisfactory scores for each, in compliance with any governing regulations.
- b. Petitions for CPL in approved courses must be submitted to the Admissions and Records Office prior to the end of the term.
- c. Grading shall be according to the regular grading system established by District policy and procedure.

- d. Students shall be offered a “Pass/No Pass” option if that option is ordinarily available for the course.
- e. Within 180 days after a decision relating to a CPL request is transmitted to a student, the student shall be permitted an opportunity to accept, decline, or appeal the grade assigned by the faculty.
- f. A student may appeal the decision pursuant to the procedures for final grade appeals set forth in District policy and procedures as augmented or modified by this procedure. In connection with a CPL appeal, the Academic Review Committee may invite discipline faculty or other appropriate experts in the subject matter, internal or external to the District, to act in an advisory capacity for the purpose of evaluating the student’s claim of Mistake, Bad Faith, Fraud, or Incompetence. The Academic Review Committee may adopt Operating Procedures that add to or adjust final grade appeal processes to make them appropriate for a CPL context.
- g. On an annual basis, the Office of Instruction will ask that department chairs transmit a list of courses for which a department will consider awarding CPL through an assessment(s) other than AP, CLEP, or IB. That list of courses, and general information about earning CPL at the District, will be posted on the CPL website maintained by the Office of Instruction (www.canyons.edu/cpl) with a notice that a department may consider an award of CPL for courses not appearing on the list.
 - i. To promote consistent, transparent, and equitable evaluation of an assessment submitted for CPL, each department must create and maintain in its files a rubric, evaluation instrument, or pre- defined standard, as appropriate for a given assessment, for each CPL-eligible course. The lack of such an instrument, however, shall not preclude an award of CPL in a particular case if equitable and appropriate.
 - ii. Local discipline faculty may elect to articulate industry-recognized credentials, licensures, or standardized exams that are not AP, IB, or CLEP to courses in their department. These articulations shall be reviewed as part of the annual transmission of CPL-eligible courses and will be included in the listing on the CPL website.

5. Documentation

To receive CPL, a student must follow the CPL Application Process outlined on the CPL website.

The CPL Application Process will be initiated by the student. The Application Process will include a link to the Course Outline of Record to aid the student in determining if they wish to pursue CPL for a given course. The Application Process may include a meeting with a counselor and/or a meeting with a discipline faculty member before the student provides evidence of learning

mastery. Departments may also provide written and/or online information regarding locally developed assessment instruments in lieu of holding meetings. The student will then provide evidence of learning mastery by one of the permitted methods of assessment.

The student's documentation of learning will then be reviewed by the discipline faculty administering the assessment unless the disciplinary faculty has provided advance approval of the required evidence. Once the documentation has been evaluated, the student will be informed of the credit and grade earned.

The student will indicate that they have accepted or declined the CPL before the request is forwarded to the Admissions and Records office for the credit to be posted to the student's record.

6. High School Students

High school students enrolled in an approved high school articulated course with the District may be awarded college credit via Credit for Prior Learning.

- a. Students must have the Petition for Credit of Articulated Coursework for High School Students, received from the high school, completed and delivered to the Admissions and Records office, along with their high school transcript, after completing the course at the high school.
- b. Credit for the course will be given at the time the student completes the high school articulated course with the District and will appear on the student's official transcript of record. The course will be notated with a letter grade and a CE for Credit for Prior Learning.

Reviewed by CPC: 02/23/2026