

AP 4235 CREDIT FOR PRIOR LEARNING

Reference: *Education Code Section 79500; Title 5 Section 55050 and 55052*

4235.1 Credit for Prior Learning (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 catalog of the community college.

CPL for an identified course may be granted only to an individual who has demonstrated, through specific assessment, sufficient mastery of the course content found 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, in general, to consider requests for CPL for the course, whether to award CPL to the 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.

4235.2 Methods of assessment

- Standard satisfactory score on Advanced Placement (AP) Examination administered by the College Entrance Examination Board.
- Standard satisfactory score on College Level Examination Program (CLEP).
- Standard satisfactory score on International Baccalaureate (IB) program.
- Evaluation of Joint Services Transcripts.
- Evaluation of student-created portfolios.
- Evaluation of industry-recognized documentation.
- Other standardized exams.
- Satisfactory completion of approved noncredit course(s) with an equated credit course(s). The final grade of the noncredit course(s) may be used as the Credit for Prior Learning grade for the credit course(s).
- Credit by satisfactory completion of an examination or assessment administered by the College faculty in lieu of completing a course listed in the college catalog.
- The faculty may accept an examination or assessment conducted by an institution other than College of the Canyons for purpose of assessment of prior learning.

4235.3 General Eligibility

To be eligible for CPL, an individual must:

- Be registered at the college in at least one unit or noncredit course.
- Be in good standing or have no standing.
- Request CPL for a course listed in the District's current course catalog.
- Have satisfied the prerequisites and other enrollment requirements for the particular course for which CPL is requested.
- Have paid CPL fees prior to completing the assessment. Fees are non-refundable.
- Not be currently enrolled in the course for which they request CPL.
- 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.).

4235.4 Units

Units earned by CPL:

- Shall not be considered units completed in residence towards a certificate or degree.
- Shall not be used for enrollment verification or reports to insurance companies or other similar agencies.
- May count toward major or general education coursework for the associate degree or certificate or as elective units.
- Are inapplicable toward satisfaction of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits and/or Financial Aid.
- Shall be clearly annotated on the student's academic record to reflect that they were earned as CPL.

4235.5 Procedures

- Rather than individual department faculty, the faculty collectively, through the Academic Senate, determines on a regular basis the courses for which CPL credit may be awarded based on AP, CLEP, and IB assessments, and the satisfactory scores for each.

- Petitions for CPL in approved courses must be submitted to the Admissions and Records Office before fifty percent (50%) of the term is complete. District faculty granting CPL for a course to an individual must assign a letter grade of A, B, C, D, or F for the course, unless the Pass/No Pass option is ordinarily available for the course, and submit that grade to the Admissions and Records Office by the last day of the semester or term. Incompletes, withdrawals, or no-pass grades are not allowed.
- Resident, non-resident, and international students will be charged the current enrollment fee. Students must pay the enrollment fees prior to the time the assessment is attempted.
- 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 College of the Canyons, will be posted on the Admissions and Records website with a notice that a department may consider an award of CPL for courses not appearing on the list.
 - 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.
- Students may accept, decline, or appeal the decisions related to the award of CPL credit.
 - To appeal the grade, students must follow requirements described in the Grade Review Policy (BP 5533) and utilize the *Grade Review Petition* found on the Student Services website.
 - A student must decline or appeal the award of CPL credit before the District posts the grade to the student's transcript. Once the grade is posted to the student's transcript, the student may no longer decline or appeal the grade.
 - To decline the CPL credit, the student must indicate as much on the *Credit for Prior Learning* form that must be sent to the Office of Admissions and Records.

To receive CPL credit, a student must submit one of the following to the Office of Admissions and Records:

- The Advanced Placement (AP) score through official high school transcript or from the College Board.
- The College Level Examination Program (CLEP) official record.
- The International Baccalaureate (IB) program official record.
- The Joint Services Transcripts. Veteran students will be informed of the CPL policy.
- For all other forms of assessment, the Credit for Prior Learning Form (“CPL Form”).
 - The CPL Form will be initiated by the student. The student will first meet with a counselor to determine if CPL aligns with their educational plan.
 - After discussion with a counselor, the student will meet with a discipline faculty member. The faculty member will discuss the merits of CPL with the student and explain the assessment instrument used to determine course credit.
 - If the student determines they want to move forward with CPL, the student must ensure that the faculty member who approved administration of the assessment inform Admissions and Records.
 - Admissions and Records will charge the student the CPL fee.
 - The student must submit the CPL Form to the Student Business Office and pay for the CPL fee, equated to the enrollment fee per unit, prior to assessment.
 - The student will then submit the CPL Form to the discipline faculty administering the assessment. Once the assessment is complete, the faculty member will inform the student of the grade earned.
 - The student will indicate their acceptance, decline, or appeal on the CPL Form prior to its submission to the Admissions and Records office.
 - The faculty will forward the final CPL Form to the Admissions and Records office.

4235.7 High School Students

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

- Students must have the Petition for Credit of Articulated Coursework for High School Students, received from the high school, completed and turned in to the Admissions and Records office after completing the course at the high school.
- Credit for the course will be given at the time the student completes the high school articulated course with the Santa Clarita Community College 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.

Board of Trustees Review: December 9, 2020

Next Review Date: Fall 2026