

ADMINISTRATIVE REGULATION 4235

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

CREDIT FOR PRIOR LEARNING

Credit for prior learning (CPL) is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

Students may receive CPL in place of a comparable course or graduation requirement, including elective units, listed in the college catalog in which the student holds catalog rights, through the following approved alternative methods for awarding credit:

- A. Achievement of a satisfactory score on an approved standardized examination
- B. Evaluation of military service/training
- C. Evaluation of industry recognized training/credential documentation
- D. Evaluation of student-created portfolios
- E. 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

I. STUDENT ELIGIBILITY FOR CPL

In order to submit a CPL petition, a student must:

- A. Be in good standing at the college in which the CPL petition is being submitted
- B. Have previously earned credit, completed a noncredit course or be currently enrolled within the District
- C. Have a counselor-approved education plan on file, if CPL will be used for a degree or transfer
- D. Identify a comparable course or graduation requirement, including elective units, listed in the appropriate college catalog
- E. For Credit by Exam: the student must also not have received credit for a more advanced course in the same subject (may be waived by department)
- F. For Credit by Exam – High School Articulation: the student is not required to be currently registered
- G. For Credit for Achievement on a Standardized Test: the student must also not have received college credit for a similar course prior to completion of the standardized examination(s).

II. LIMITATIONS ON CPL CREDITS EARNED

Adopted: 11-05-20
Revised: 10-17-24

- A. CPL units may not be used to meet eligibility requirements for programs including, but not limited to: Selective Service deferment; Veterans or Social Security benefits; EOPS; CalWORKs; Financial Aid; International Student Program; Athletics; and Promise programs.
- B. Credits acquired through CPL shall not be counted in determining residency requirements for Associate Degrees.
- C. Credits acquired through CPL may not be accepted at transfer institutions. Students seeking to earn credit for college transfer purposes will need to consult the transfer institution regarding its policy.

III. CPL GRADING POLICY

- A. Grades are not provided for standardized examinations
- B. Grading options will be determined by discipline faculty
- C. When grading is available:
 - 1. Grading shall be according to the regular grading system in accordance with *BP/AR 4230 Grade Point Average and Academic Record Symbols*
 - 2. Students shall be offered a “Pass/No Pass” option, if that option is ordinarily available for the course
 - 3. Students will be given an option to accept, decline, or appeal the grade within five working days of receiving the grade. For appeals, students will use the college’s grievance process
 - 4. An automatic decline of the grade will be processed for students who obtain an F or NP grade and the grade will not be posted

IV. TRANSCRIPTION OF CPL

The student’s academic record shall be clearly annotated to reflect that credit was earned by the type of assessment or examination of prior learning.

For military service/training, student-created portfolio, and industry certification CPL, the transcription will include course prefix, course number, course title, course units, course grade, and term earned.

V. APPROVED ALTERNATIVE METHODS FOR AWARDING CREDIT

- A. Assessment of a Standardized Examination Score

Credit for achievement of a satisfactory score on an approved standardized examination will be granted as long as the official score reports are on file in the Admissions and Records Office. Grades are not provided for standardized examinations. In addition, the student must also not have received college credit for a similar course prior to completion of the standardized examination.

The colleges may grant credit for achievement of a satisfactory score with the following standardized exams:

1. Advanced Placement (AP) examination
2. International Baccalaureate (IB) examination
3. College Level Examination Program (CLEP)
4. Defense Language Proficiency Test (DLPT)

Determination of whether a specific course or elective credit is to be awarded in any area is made by faculty in the discipline who normally teach the course. A chart with specific credit awarded for the above standardized exams may be found in the college catalogs.

To initiate the Credit for Prior Learning Assessment Petition to determine credit for a standardized test score, a student must submit a petition form with a counselor.

B. Assessment of Military Service/Training

Students interested in military CPL using supporting official documentation 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:

1. 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 Grade Changes Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), or verified copies of DD214 or DD295 military records. Other documentation may be considered.
2. Credit course, elective, or competency equivalency shall be determined by the faculty of the appropriate discipline
3. This policy does not apply to regionally accredited collegiate coursework taken in the Department of Defense

To initiate the Credit for Prior Learning Assessment Petition to determine credit for military service/training, a student must meet with a counselor and submit a petition form.

C. Assessment of Industry Recognized Credential Documentation

Credit for industry recognized credential will be granted as long as the official documentation of the credential is on file in the Admissions and Records Office.

Determination of whether a specific course or elective credit is to be awarded in any area is made by faculty in the discipline who normally teach the course. A chart with specific credit awarded for the industry recognized credentials may be established and found in the college catalogs.

If an industry recognized credential has not yet been assessed and approved by the appropriate faculty:

1. The student will initiate the assessment process by meeting with a counselor to submit the Credit for Prior Learning Assessment Petition. The petition will include all industry recognized credential documents.
2. The petition and documents will be routed to the appropriate department chair or faculty designee, along with a notification to the Division/School Dean, by the counselor. If needed, the chair or faculty designee will provide the student with further instructions for assessment of the industry recognized credential.
3. If the department chair or faculty designee determines 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, and forward the completed petition and supporting documents to the Counseling Department.
4. The Counseling Department will notify the student of the grade and provide the student with the opportunity to accept, decline, or appeal the grade within five working days prior to it being entered and transcribed.
5. Upon acceptance or decline of the grade, the Counseling Department will forward the petition and any supporting documents to the Admissions and Records Office to be kept on file and, if accepted, by the student, the final grade will be recorded on the official transcript.

D. Assessment of Student-Created Portfolios

Students may receive CPL using a student-created portfolio.

1. The student will initiate the assessment process by meeting with a counselor to submit the Credit for Prior Learning Assessment Petition.
2. The petition and supporting documents will be routed to the appropriate department chair or faculty designee, along with a notification to the Division/School Dean, by the Counseling Department. If needed, the chair or faculty designee will provide the student with further instructions for assessment of the student-created portfolio.
3. If the department chair or faculty designee determines 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 recorded grade, attach documentation of the student-created portfolio, and forward the completed petition and supporting documents to the Counseling Department.
4. The Counseling Department will notify the student of the grade and provide the student with the opportunity to accept, decline, or appeal the grade within five working days, prior to it being entered and transcribed.
5. Upon acceptance or decline of the grade, the Counseling Department will forward the petition and any supporting documents to the Admissions and Records Office to be kept on file and, if accepted by the student, the final grade will be recorded on the official transcript.

E. Credit by Examination – Post Secondary Specific Course Credit

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Credit by exam may be provided if the course appears in an appropriate college catalog and is determined by the faculty of the appropriate discipline that the course content can be tested by an examination. Also, the student must not have received credit for a more advanced course in the same subject, unless waived by the department.

The procedures to obtain Post-Secondary Credit by Examination for a course are as follows:

1. The student will initiate the assessment process by meeting with a counselor to submit the Credit for Prior Learning Assessment Petition. The student will need to provide a proof of non-refundable payment, up to the cost of the enrollment fee, for the credit by exam course in order to submit the petition.
2. The petition and supporting documents will be routed to the appropriate department chair or faculty designee, along with a notification to the Division/School Dean, by the Counseling Department. The department chair or faculty designee will provide the student with further instructions for credit by exam.
3. The department chair or faculty designee will prepare, administer, and grade the exam.
4. The department chair or faculty designee shall sign the petition with the recorded grade and forward the completed petition and supporting documents to the Counseling Department.
5. The Counseling Department will notify the student of the grade and provide the student with the opportunity to accept, decline, or appeal the grade within ten working days.
6. Upon acceptance or decline of the grade, the Counseling Department will forward the petition and any supporting documents to the Admissions and Records Office to be kept on file and, if accepted, recorded on the student transcript.

F. Credit by Examination – High School to College Articulation

High school students may be granted college credit pursuant to established Career Technical Education (CTE) articulation agreements between the high school or Regional Occupation Program (ROP) and the college. Determination of whether a specific course or elective credit is to be awarded in any area is made by faculty in the discipline who normally teach the course. A chart with specific credit awarded for the high school to college articulation may be found on the college's website.

A letter grade may be assigned for a High School to College Articulation course and the course will be identified as "Credit by Examination" on the transcript in accordance with official grading assignment on the Course Outline of Record (COR). The enrollment fee for credit by examination will not be charged for credit awarded under this provision. Students who are unsuccessful in obtaining a standard grade of B or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student's transcript.

The procedures to obtain credit for high school to college articulation are as follows:

1. The student will need to apply online to one of the colleges in the District. There is no requirement to be currently registered to receive credit.

2. The student will initiate the assessment process by meeting with a counselor to submit the Credit for Prior Learning Assessment Petition. An official high school transcript will need to be provided with the petition.
3. Determination of whether a specific course or elective credit is to be awarded in any area is made by faculty in the discipline who normally teach the course. A chart with specific credit awarded for the high school to college articulation may be found on the college's website.
4. Once the documents have been reviewed and approved, the Counseling Department will forward the petition with supporting documents to the Admissions and Records Office for processing.

References:

Education Code Sections; 66025.71, 66700, 70901, and 70902

Title 5 Sections 55002, 55023, 55021, 55025, 55050, 55051, 55052, and 55052.5