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**Kern Community College District  
Administrative Procedure  
Chapter 4 – Academic Affairs**

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**AP 4235 Credit for Prior Learning**

**References:**

Education Code Section 79500;  
Title 5 Sections: 55050, 55051, 55052, 55052.5

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

The District shall ensure that policies and procedures for Credit for Prior Learning are published in the college catalog.

The District shall review its Credit for Prior Learning policy at least every three years and report findings to the California Community Colleges Chancellor's Office, as required by Title 5.

Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board;
- Achievement of a score that qualifies for credit on a high-level International Baccalaureate (IB) examination;
- Achievement of a score that qualifies for credit by College Level Examination Program (CLEP) 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;
- Assessment approved or conducted by proper authorities of the college;
- Evaluation of student-created portfolios; or
- 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.

All methods of Credit for Prior Learning shall be evaluated and approved by faculty in the appropriate discipline, who shall determine that the assessment adequately measures mastery of the content as set forth in the Course Outline of Record.

Credit 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. Award for credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Credit for Prior Learning may be applied to general education, major, or elective requirements as determined by the District and discipline faculty.

### **Determination of Eligibility for Credit for Prior Learning**

- 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 enrolled or registered in the District;
- Current students must have an Educational plan on file;
- The course is listed within the college catalog;
- The student is not currently enrolled in the course to be challenged; and
- Credits acquired by assessment are not applicable to meeting of such unit load requirements such as Selective Service deferment, Veteran's or Social Security benefits.

~~Credits acquired by examination shall not be applied in determining the 12 semester hours of credit in residence required for an associate degree.~~

### **Prior Learning Assessment Grading Policy**

- Grading shall be according to the regular grading system in accordance with AP 4230.
- Students shall be offered a "Pass/No Pass" option in accordance with AP 4232, if that option is ordinarily available for the course of interest.
- Pursuant to AP 4230 and AP 4231 and Title 5 Sections 55021 and 55025, students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, as well as in cases of Credit by Examination.

### **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 [AP 4236](#).

### **International Baccalaureate**

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for completing a satisfactory score on a District-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the respective college's Office of Admissions & Records; and
- The student achieved a minimum acceptable score on the IB examination a recommended by the District's IB Equivalency Guide

### **College Level Examination Program**

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for completing a satisfactory score on a District-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the respective college's Office of Admissions & Records; and
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide.

### **Credit for Military Service/Training**

Students interested in Credit for Prior Learning using Joint Service Transcripts (JSTs) 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 petition; and
- 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.

### **Industry-Recognized Credentials**

Students interested in Credit for Prior Learning using industry-recognized credential(s) shall receive credit as recommended by the appropriate faculty chair or faculty designee under the following circumstances:

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

- If the faculty chair or 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 Office of Admissions & Records 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 chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file;
- The student shall complete the Credit for Prior Learning assessment petition available in the Office of Admissions & Records or Counseling office;
- The student meets with the faculty chair or faculty designee to receive further instructions for student-created portfolio assessment;
- The student submits all portfolio documents to the faculty chair or faculty designee for assessment of prior learning; and
- If the faculty 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 appropriate grade and forward it to the Office of Admissions & Records to be kept on file and recorded on the student transcript.

### **Credit by Examination**

The appropriate faculty chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently prepared to warrant this opportunity based upon a review of previous course work and/or experience.

Students petitioning to earn course credit through Credit by Examination are encouraged to informally discuss the matter with the faculty 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 by Examination must be completed prior to the end of the current semester or session.

Each College will award college course credit for successful completion of an examination administered by the appropriate departmental faculty upon satisfactory completion of an examination administered by the respective college in lieu of completion of a course listed in the College Catalog.

### **The College Credit by Examination Process:**

Students demonstrating mastery of course objectives through experience in the workplace, foreign language proficiency, or another process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate academic department. 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 pursuant to Education Code Section 78212, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate faculty chair or faculty designee under the following circumstances:

- If the student is a veteran or an active-duty member of the armed forces;
- If the student holds industry-recognized credentials; or
- If the student requests credit for a course based on their prior learning.

### **The Credit by Examination Procedures**

- The student shall complete the Credit for Prior Learning assessment petition available in the Office of Admissions & Records or Counseling office.
- The student shall meet with the appropriate faculty chair or faculty designee for further instructions for Credit by Examination
- If the faculty chair or 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 Office of Admission & Records to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.