

Credit for Prior Learning (Draft Procedure_Bakersfield College)

Esteemed Colleagues of the Academic Senate E-Board and Academic Senate,

On the following pages you will find a draft procedure for your review.

Background (not intended to be a component of the procedure)

CCR Title 5 §55050 was amended in 2019 with the following information:

By December 31, 2020, the district shall certify in writing to the Chancellor of the California Community Colleges that the policies required by this section have been adopted and implemented. The Chancellor's Office will administer an electronic form for districts to certify compliance with this section. The certification process will require:

- 1) Submission of the CPL policy language, and
- 2) Districts to confirm that each community college campus within the district has posted its CPL policy in the college catalog and on its Web site. The Chancellor's Office will review the district certifications to ensure alignment with Title 5 §55050, and provide guidance to districts where policies are not aligned.

In February 2020, a workgroup began working on the requirements as outlined above. The workgroup reconvened in September, post COVID interruption, to ensure BC would meet the December deadline with the required materials. Thus, we present to you a draft procedure for implementing Credit for Prior Learning(CPL) as stated in BP 4C1. Additionally, the workgroup has developed a student interest form, a military course crosswalk template, and a web page.

KCCD Board Policy (approved November 2020)

BP 4C1 Credit for Prior Learning Rely Primarily Upon Advice and Judgment

Credit may be earned by students who satisfactorily pass an assessment. The District Chancellor or designee shall establish Administrative procedures to implement this policy.

Respectfully submitted on behalf of the Credit for Prior Learning Workgroup,

Jennifer Johnson

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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 earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/training, the evaluation of industry recognized credentials, student created portfolios, and credit by examination. Details may be found in Administrative Procedure 4C1.

Methods for awarding Credit

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the following authorized assessment methods for awarding credit.

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

Upon meeting the following conditions, a student will be eligible 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 registered in the District
- Current students must have an education plan on file. If an educational plan is not on file, the student will be referred to a counselor to complete an educational plan and subsequently will be assisted to begin the process for assessment of prior learning
- The course is listed in the current Bakersfield 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.

Prior Learning Assessment Grading Policy

Grading shall be according to the regular grading system and symbols in accordance with KCCD Board Policy 4C4A

- Students shall be offered a "Pass/No Pass" option, if that option is ordinarily available for the course

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- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, pursuant to KCCD Board Policy 4C4C

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.

Methods for Awarding Credit

Advanced Placement

Advanced Placement is a program of college-level courses and exams for high school students. Bakersfield College grants college credit for students who score a three or higher on Advanced Placement exams. *A score of 3, 4, or 5 is required for credit in any given courses.*

- The student must acquire and complete the Request for Evaluation form located on the Admissions and Records web page

Additional information may be obtained from the Office of Admissions and Records in the Administration building, room 7.

International Baccalaureate

International Baccalaureate Students requesting Credit for Prior Learning shall receive credit for an International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admission and Records Office
- The student achieved a minimum acceptable score on the IB examination

Units for which credit is given pursuant to these examinations will not be counted in determining the 12 semester units in residence required for an associate degree.

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit under the following circumstances:

- The student must acquire and complete the Request for Evaluation form located on the Admissions and Records web page
- Official CLEP transcripts must be on file in the Admission and Records Office
- The student must achieve a minimum acceptable score on the CLEP examination
- Credit for the subject area examination will be awarded upon approval of the appropriate faculty chair

Department administered exams will not be used to award credit in a specific course when a CLEP exam exists. Subject examinations are equated with specific courses. Further information may be obtained from the Office of Admissions and Records in the Administration building, room 7.

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 Interest Form available on the website.
- Official transcripts must be on file in the Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry

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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 evaluation shall be determined by the faculty of the appropriate discipline.
- The discipline expert recommendation is final unless additional information is requested by the faculty member. Students shall be given the opportunity to appeal the grade assigned by the faculty pursuant to KCCD Board Policy 4C4C

Industry Recognized Credentials

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

- The student shall complete the Credit for Prior Learning Interest form available on the web page
- Admission and Records shall grant credit for industry recognized credential(s) that have been evaluated and approved by the appropriate department chair or faculty designee. Credit will be transcribed in the same semester it was approved.
- To acquire evaluation and approval of industry recognized credential(s) by the appropriate faculty member, the following process will be followed.
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning. Further instructions for industry recognized credential(s) assessment may be required
 - If the department chair or faculty designee determines the industry certification adequately measures achievement of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the evaluation form indicating the recommendation for granting credit or denial of credit
 - The department chair or faculty designee shall attach the industry recognized credential(s) and forward the completed form with the supporting documents to the Records Office to be kept in the electronic student record document system and will be recorded on the student transcript
- The discipline expert recommendation is final; however, additional information may be requested by the faculty member which will give cause for additional review. Students shall be given the opportunity to appeal the grade assigned by the faculty pursuant to KCCD Board Policy 4C4C

Student-Created Portfolio

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department 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 interest form available on the web page

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- Admission and Records shall grant credit for industry recognized credential(s) that have been evaluated and approved by the appropriate department chair or faculty designee. Credit will be transcribed in the same semester it was approved
- To acquire evaluation and approval of industry recognized credential(s) by the appropriate faculty member, the following process will be followed
 - The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning. Further instructions for student-created portfolio assessment may be required
 - If the department chair or faculty designee determine the student-created portfolio adequately measures achievement of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the evaluation, indicating the recommendation for granting credit or denial of credit
 - The department chair or faculty designee shall attach the portfolio documents and forward the completed form with the supporting documents to the Records Office to be kept in the electronic student record document system and will be recorded on the student transcript
- The discipline expert recommendation is final unless additional information is requested by the faculty member. Students shall be given the opportunity to appeal the grade assigned by the faculty pursuant to KCCD Board Policy 4C4C

Credit by Examination

Credit by exam, sometimes referred to as a “challenge,” is a method to get credit for a specific course by proving understanding of the information contained in that course. In order to qualify for credit by exam, the student must:

- Obtain a Credit by Exam Form from the Office of Admissions and Records
- Be currently enrolled in courses at Bakersfield College
- Work with the specific department to determine if the course is approved for credit by exam
- Take the completed Credit by Exam Form to Admissions and Records
- Pay for the course in order for the course to be posted to your permanent record

The College cannot provide assurance that other educational institutions will similarly treat credits awarded for credit-by-examination.

The student’s permanent record will be annotated to indicate the credit was granted by examination. A maximum of 30 units of credit by examination may be applied to the associate degree.

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Terms

Assessment- For purposes of CPL policy, 'assessment' means the process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record. Faculty may use a variety of tools to determine mastery.

Forms

Military Course Credit Crosswalk form This form enables faculty to examine common learning experiences offered by American Council on Education (ACE) and to compare the competencies achieved in those experiences with student learning outcomes of aligned courses. Approval of the alignment and a signature from the department chair or discipline expert are required.

Student Interest Form This form will be initiated by the student. Student will be directed to the appropriate resources based on the information provided.

Credit for Prior Learning Evaluation Form This form allows the discipline expert to compare the prior learning documents with the student learning outcomes for a course and to determine if credit will be awarded. A recommendation regarding awarding credit and approval signatures are required. Upon completion, the form will be routed to Admissions and Records for transcribing and documentation.