

**INSTRUCTIONAL SERVICES****AP 4235 CREDIT FOR PRIOR LEARNING****References:**

Education Code Section; 66025.71, 66700, 70901, Sections 70901 and 70902  
Title 5 Sections 55002, 55023, 55021, 55025, and 55052

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning (CPL) and receive college credit through the approved alternative methods for awarding credit listed below:

- 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 military transcripts/Joint Service Transcripts (JSTs)
- 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**

- Current students must have an education plan on file
- The course is listed in the current Palomar College Catalog
- The student is not currently enrolled in the course to be challenged

The nature and content of the CPL assessment shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted.

The credits acquired by eligible Credit for Prior Learning courses are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

The credits acquired by eligible Credit for Prior Learning courses shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

There is no fee associated with Credit by Exam, or other CPL assessment methods.

Prior Learning Assessment Grading Policy

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*(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)*

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols.
- Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Procedure 4232 Pass/No Pass Grading Option if that option is ordinarily available for the course.
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit for Prior Learning, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.

**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 Administrative Procedure 4236 Advanced Placement Credit

**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 Records Office.
- The student achieved a minimum acceptable score on the IB examination as 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 Records Office.
- 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 military transcripts/Joint Service Transcripts (JSTs) shall receive credit as recommended by the American Council on Education (ACE) Directory and approved by the department chair or faculty designee of the college under the following circumstances:
  - The student shall complete the Credit for Prior Learning assessment petition form.
  - Official military transcripts/Joint Service Transcripts (JSTs) must be on file in the Records Office.

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*(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)*

- Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- Faculty may go beyond the ACE recommendations when awarding Credit for Prior Learning for military experience.

**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 of the college under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition form.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
  - The student submits all industry recognized credential documents to be reviewed by the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the industry certification adequately measures mastery of the course learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process with attached industry recognized credential(s) to be kept on file. The Records office will then record the credits 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 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 assessment petition form.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of the course learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process. Completed portfolios must remain on file in the college learning management system.

**Credit by Examination from Within the District**

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

Students wishing to take a course through Credit by Examination are encouraged to discuss the matter with the department chair or faculty designee during the petition process. The Petition for Credit by Examination must be completed prior to the end of the current semester or session.

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

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*(Replaces former Palomar Procedure 415 and all previous versions of AP 4235.)*

- Achievement of a grade that qualifies for Credit by Examination through the CTE High School Articulation Credit by Exam.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Palomar College Catalog.
- For credit by exam only, a student must be registered at the college and in good standing.

**The District Credit by Examination Process**

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

**The Credit by Examination Procedures**

- Student shall complete the Credit for Prior Learning assessment petition form.
- Student meets with the department chair or faculty designee for further instructions for Credit by Examination.
- If the department chair or faculty designee determine the Credit by Examination assessment measures mastery of the course learning outcomes and content as set forth in the Course Outline of Record, the appropriate faculty shall complete the petition form process.
- Student will be enrolled into a CPL exam course section, which fulfills the registration requirement.
- Completed exam materials must remain on file in the college learning management system.