

Sierra College

ADMINISTRATIVE PROCEDURE

AP 4235

Credit for Prior Learning

Date Adopted:	6/12/1989
Date Revised:	12/13/2024
Date Reviewed:	12/13/2024
References:	Education Code Section 79500; Title 5 Sections 55050, 55051, 55052, and 55052.5

Credit for Prior Learning

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 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.

Once a student has a completed education plan, they shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the Armed Forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning.

Determination of Eligibility for Credit for Prior Learning

- The student must be in good academic 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.

- The course for which the student is requesting credit must be listed in the current Sierra College Catalog.
- The student must not be currently enrolled in the course to be challenged.
- For Credit by Examination, the student must be registered at the college and in good academic standing.
- The CPL assessment petition must be submitted by the due dates listed on the petition.

Credits acquired by CPL shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree or the requirement to complete at least 50% of the coursework for a Certificate of Achievement or a Skills Certificate in residence.

Credit for Prior Learning Assessment Grading Policy

- 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 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 by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes
- Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:
 - California Intersegmental General Education Transfer Curriculum (IGETC),
 - California State University General Education (CSUGE) Breadth,
 - local community college general education requirements or requirements for a student's chosen program, or
 - electives for students who do not require additional general education or program credits to meet their goals

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
- AP, IB, CLEP are posted upon receipt and/or upon request. All other CPL will be posted on the student's transcript at the end of the semester during which the petition is approved.

Types of Credit for Prior Learning

Advanced Placement

See Administrative Procedure 4236 Advanced Placement Credit

International Baccalaureate

Students receiving 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:

- The student shall complete the Credit for Prior Learning assessment petition
- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Credit for Military Service/Training

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 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.

- The student shall complete the Credit for Prior Learning assessment petition.
- 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 designee:

- The student shall complete the Credit of Prior Learning assessment petition.
- The College shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate faculty designee.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the appropriate faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to the appropriate faculty designee for assessment of prior learning.
 - If the appropriate 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(s), and forward the completed petition and supporting documents to the Admission and Records office 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 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.
- The student meets with the appropriate faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the appropriate faculty designee for assessment of prior learning.
- If the appropriate 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 Records Office to be kept on file and recorded on the student transcript.

Credit by Examination

Students may request to challenge a course offered by the college if they have prior knowledge or skills in the subject area. The appropriate faculty designee is responsible for assessing whether the student has sufficient mastery of the body of knowledge or skills to pass the course. It is important to note that many courses are not available for the challenge process.

The earned credits by examination must be clearly indicated as such on the student's academic record. No more than 15 units may be applied to the Associate's Degree.

A course in which a student enrolls and receives a grade of "D," "F," "NC," "NP," or "I" may not be challenged at a later date, nor may a course be challenged again to improve the grade.

Note: Some private institutions will not accept course credit earned through the challenge process.

Students will not be charged a challenge fee for Credit by Examination.

The District Credit by Examination Process:

In order to permit students to demonstrate that they have met the outcomes and objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program.

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 faculty designee under the following circumstances:

- Student shall complete the Credit for Prior Learning assessment petition by the deadline established on the petition.
- Student meets with appropriate faculty designee for further instructions for Credit by Examination.
- If the appropriate 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 Admissions and Records Office to be kept on file and recorded on the student transcript.

Complete exam materials must remain on file with the department/program for three years.

Review by the Board of Trustees

The Board of Trustees shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity, including:

- the number of students who received credit for prior learning,
- the number of credits awarded per student,
- retention and persistence rates of students earning credit for prior learning,
- completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
- qualitative assessments by students of the policies and procedures.

See Board Policy 4235.