

Yosemite Community College District

Policies and Administrative Procedures 4235 Credit for Prior Learning

Reference: Title 5 Section 55050

POLICY

Credit for prior learning may be earned for eligible courses approved by the Yosemite Community College District (YCCD) for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, industry-recognized credential documentation and credit by examination.

The YCCD or its designee shall consult with the Academic Senate and rely primarily on the recommendations of the Faculty Senate to establish curricular processes to implement this Board Policy.

PROCEDURE

References:

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

The YCCD Credit for Prior Learning process will allow a student to demonstrate competence in and earn credit for a YCCD course or curricular requirement through the following mechanisms:

- satisfactory score on an Advanced Placement (AP) examination
- satisfactory score on a high-level International Baccalaureate (IB) examination
- satisfactory score on the College Level Examination Program (CLEP)
- satisfactory evaluation of Joint Service Transcripts (JST)
- satisfactory completion of an examination administered by other agencies approved by the District
- Approval of industry-recognized credential documentation in accordance with standards set by the department
- Approval of a student-created portfolio in accordance with a rubric for the course or courses developed by the department
- 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.

Eligibility for Credit for Prior Learning

- The student must have a current application on file and be in good standing in the District
- Current students must have an education plan on file
- Credit will only be granted for a course currently offered at Modesto Junior College or Columbia College as evidenced by the current college catalog.

Limitations on Credit for Prior Learning

- The student is not currently in the course sought for Credit for Prior Learning.
- The student is not currently enrolled in nor has received credit for a more advanced course in the same subject
- Credits acquired by examination cannot be not used to satisfy unit load requirements for the Selective Service deferment, Veterans, or Social Security benefits.
- Credits acquired by examination cannot used to satisfy the 12 semester hours of credit in residence required for an Associate degree.

Transferability of Credit Earned through Credit for Prior Learning

Students planning to transfer are advised that Credit granted for Prior Learning will also be subject to evaluation by the transfer institution. The District cannot guarantee that credit granted by the District for prior learning will also be granted by the transfer institution. Transfer of credit is ultimately determined by the transfer institution.

Grading Policy for Prior Learning Assessment

- Grading shall be according to the regular grading system in accordance with YCCD Board Policy 4230: Grading and Academic Record Symbols.
- Courses shall be graded using the grading system established by Title 5 and the grading system shall be published in the respective college catalog and made available to students.
- Students shall be offered a “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. Any change of grade shall follow Board Policy 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 (AP)

YCCD Board Policy 4236: Advanced Placement (AP) Credit will govern the awarding of AP credit.

International Baccalaureate (IB)

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 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 (CLEP)

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 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 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 assessment petition. [EP1]
- Official transcripts must be on file in the Records Office which may include
 - Joint Services Transcript (JST)
 - Sailor/Marine American Council on Education Registry Transcript (SMART)
 - Army and American Council on Education [Registry][MJ2][LS3][EP4][MJ5][LS6] 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
- 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 department chair or faculty designee in accordance with the following procedure:

- The student shall complete the Credit for Prior Learning assessment petition.
- Enrollment Services shall grant credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student will meet with the department chair or faculty designee to receive further instructions for assessment of the industry-recognized credential(s)
 - The student submits all industry-recognized credential documents to the department chair or faculty designee for assessment of prior learning
 - 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(s), and forward the completed petition and supporting documents to the 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 department chair or faculty designee in accordance with the following procedure:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- A department-approved portfolio assessment rubric will be on file for the course
- The student will meet with the department chair or faculty designee to receive further instructions for student-created portfolio assessment
- The student will submit 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 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 from Within the District

Program faculty or a faculty designee of the program shall determine whether or not a student^[EP7] 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 informally discuss the matter with program faculty or a faculty designee and course 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. The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the current Modesto Junior College or Columbia College Catalogs.

The District Credit by Examination Process

Students may demonstrate that they have met the mastery of the course content as set forth in the course outline of record ^[LS8] a district course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting by receiving a passing grade on an examination administered by the appropriate instructional department/program. Credit by Examination may require demonstration of other skills, or the completion of assignments in addition to a formal examination. ^[LS9]

^[LS10]^[LS11] Upon completion of an education plan, students interested in Credit for Prior Learning using the Credit by Examination process shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

Credit by Examination Procedures

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office.
- The student shall meet with the department chair or faculty designee further instructions for Credit by Examination.
- Should the program faculty or faculty designee determine that the Credit by Examination assessment evidences the student's 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 Records office to be kept on file and recorded on the student transcript.

- The department/program must keep the student's completed exam materials on file for three years.

Student Fees for Credit for Prior Learning

Students will not be charged for the receipt of Credit for Prior Learning, except when prior learning is assessed through the colleges' Credit by Examination processes. Fees for credit awarded through Credit by Examination shall not exceed per-unit current tuition rates for in-state, out-of-state, or international students. [LS12]

[LS13]