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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 4 – Academic Affairs**

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**BP 4235 CREDIT FOR PRIOR LEARNING**

Credit for prior learning may be earned by students who satisfactorily pass an authorized assessment. The Superintendent/President shall establish administrative procedures to implement this policy.

**Reference:** Title 5 Section 55050

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**Adopted: 1/10/17**  
**Revised: 12/15/20**

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4235 CREDIT FOR PRIOR LEARNING**

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and obtain subject and/or unit credit by one of the following methods:

1. Achievement of a score of 3 or higher on an Advanced Placement (AP) examination administered by the College Entrance Examination Board for general education subject and unit credit and course subject and unit credit as identified on the AHC AP Examination List.
2. Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP) for subject and unit credit as identified on the AHC CLEP Examination List.
3. Achievement of a score that qualifies for credit by examination in the International Baccalaureate Program (IB) for subject credit as identified on the AHC IB List.
4. Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
5. The passing of an examination administered by other agencies approved by the college.
6. Evaluation of Joint Services Transcripts (JST).
7. Evaluation of industry recognized credential documentation.
8. Evaluation of student-created portfolios.

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

1. The student must be currently enrolled in the college and in good standing.
2. Current students must have an education plan on file.
3. Students wishing to earn credit for prior learning must provide transcripts from all previously attended high schools or colleges/universities (unofficial high school transcripts are acceptable).
4. The course is listed in the college catalog and is approved by the discipline faculty as a course available for credit for prior learning.
5. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous college credit for such a course.

Credits acquired by examination are not applicable to meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

A maximum of 12 units of credit may be allowed by examination.

Credits acquired through credit for prior learning shall not be counted in determining the 12 units of credit in residence required for an Associate degree.

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

1. Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols.
2. Students shall be offered a "Pass/No Pass" option if that option is ordinarily available for the course.

### **Transcription of Credit for Prior Learning**

1. The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

### **Advancement Placement**

Students requesting Credit for Prior Learning using the Advanced Placement (AP) examination shall receive eligible credit under the following circumstances:

1. Official College Board AP transcripts must be on file in the Records Office.
2. The student achieved a minimum acceptable score on the AP examination as recommended by the District's AP 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:

1. Official CLEP transcripts must be on file in the Records Office
2. 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:

1. The student shall complete the Credit for Prior Learning petition available in the Counseling Office.
2. 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.

3. 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:

1. The student shall complete the Credit for Prior Learning petition available in the Counseling or Records office.
2. If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - a. The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
  - b. The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
  - c. If the department 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 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 under the following circumstances:

1. A department-approved portfolio assessment rubric for the course is on file.
2. The student shall complete the Credit for Prior Learning petition available in the Counseling or Records Office.
3. The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
4. The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
5. 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**

Students must apply for credit by examination by completing the Credit for Prior Learning petition within the first three weeks of instruction in the fall or spring semester or during the first week of instruction during the summer session.

The Credit for Prior Learning petition for credit by examination must be approved by the faculty person giving the credit by examination, the department chair, and the director of admissions and records.

The grade received for the examination will be the grade earned for the course.

The district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

**References:** Education Code Section 66025.71, 66700, 70901, and 70902  
Title 5 Sections 55002, 55023, 55021, 55025, 55050, and 55052

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**Approved: 9/11/18**

**Revised: 12/15/20**