| Book | Siskiyou Joint Community College District Administrative Procedures |
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| Section | Chapter 4: Academic Affairs |
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| Office | Instruction and Academic Senate |

Credit for Prior Learning (CPL) is college credit awarded for validated college level skills and/or knowledge gained outside of a college classroom, such that it can't be conventionally articulated.

Students may receive CPL in either of two ways:

**1. Documentation**: Present documentation that the student has satisfactorily completed Student Learning Objectives equivalent to a COS course. This option only allows the student to receive passing credit for the class and will result in a 'Pass' grade on the student's transcript. Letter grades are not available. Examples of qualifying work include:
- Achievement of a score of [3 or higher] on an Advanced Placement Examination (AP) administered by the College Entrance Examination Board.
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Evaluation of Joint Services Transcripts (JST).
- Achievement of an examination administered by other agencies approved by the District.

- Evaluation of industry recognized credential documentation.
- Students who have earned CPL through qualifying scores on the AP, IB, and CLEP exams, or through military service (as shown on their JST), will reflect this credit on their transcripts once it is processed by a transcript evaluator.
- Students who have earned CPL through industry-recognized training must submit the Credit for Prior Learning *Industry Recognized Training* application to Counseling Services and it must be approved.

**2. Assessment**: The college will conduct an assessment to determine if the student receives CPL. With this option, the student may opt for either a letter grade or pass/fail. Types of assessments include:
- Evaluation of student-created portfolios.
- Satisfactory completion of an institutional examination, known as Credit by Examination. Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to the examination.

"Proficiency" means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.

Credit may be awarded for prior experience or prior learning only for individually identified courses; it may not be used for entire programs. Additionally, awards of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Students who want to receive CPL through credit by portfolio or credit by exam must submit the appropriate Credit for Prior Learning application (i.e., Credit by Exam or Credit by Portfolio application) to Counseling Services and it must be approved.

Determination of eligibility to receive Credit for Prior Learning:
- The student must be currently enrolled in at least 6 credit units at the College of the Siskiyous (COS) OR 24 units were completed at COS prior to the semester in which the credit is to be earned.
- In Good Academic Standing (Not on Warning, Probation, or Dismissal), OR waived by counselor (counselor will provide reason on application).
- The course is listed in the college catalog and is approved for Credit for Prior Learning.
- Pursuant to Education Code Section 78212, to be eligible for Credit for Prior Learning, a student must have a completed educational plan.
- The student is not currently enrolled in the course to be challenged.

**Other Conditions:**
The Office of Academic Affairs will maintain a master list of courses eligible for CPL, those not eligible of CPL, and whether CPL can be awarded based on documentation, assessment, or either. This list will be based on discipline faculty's recommendations. If there is no full-time faculty in a discipline, then a part-time faculty member may make the recommendation with an additional signature confirmation from the VP/Dean).
- The master list of eligible courses consists of all courses listed in the most current college catalog.
- Faculty may recommend courses be added/removed from the master list of eligible courses.
- Eligibility status of courses may be changed upon recommendation of discipline faculty.
- Faculty will have the opportunity to change eligibility status each year during the college catalog review process.

When the student choses the grading option, the grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols. The student's letter grade (A-F) will be noted on the academic transcript and will be

identified as 'Credit for Prior Learning.'
- Credit awarded by these methods may not be counted in determining the 12 semester hours of credit in residence requirement for an associate degree.
- Credits acquired by assessment are not applicable for financial aid eligibility or meeting unit load requirements in areas such as Selective Service deferment, Veteran's or Social Security benefits.
- Students (with the exception of Special Admit) will be charged a fee for administering the assessment that does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks Credit for Prior Learning.
- Applications are only accepted during the first four weeks of the fall and spring semesters. The student will be contacted within two weeks of the application submission.

## Procedures
General Process:
- Applications are available online or in the Academic Affairs and Counseling Offices. Students will submit the completed application to the Counseling Office for verification of academic eligibility. A Counseling Office staff member will forward the verified application to the Office of Academic Affairs.
- The appropriate Educational Administrator will assign a discipline faculty member to administer the assessment, if necessary. The discipline faculty will be compensated per the faculty contract. If there is no full-time faculty in a discipline, then part-time faculty may administer the assessment and be compensated accordingly.
- The assessment may be conducted at the College or another location agreed upon by the assigned faculty member.
- Compensation for faculty who complete a Credit by Exam Assessment or Student-Created Portfolio review will be delineated in the collective bargaining agreement between the Faculty Association and the District.
- Post evaluation, the discipline faculty submits paperwork to the Academic Affairs Office. After the VP/Dean confirm the review/assessment has been completed, the documents are given to the Admissions and Records Office where it will be processed for transcription.

## Credit by Documentation

*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 CSU coded memo guidelines.

*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 (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 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:

- 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), 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 equivalency shall be determined by the faculty of the appropriate discipline and will require some documentation of the course content.

*Industry Recognized Credentials*
Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the discipline faculty:

- The Registrar shall post credit for industry recognized credential(s) as well as Military Credit that have already been evaluated and approved by a discipline faculty.

If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
- The student meets with the discipline faculty to receive further instructions for industry recognized credential(s) assessment.
- The student submits all industry recognized credential documents to the discipline faculty for assessment of prior learning.
- If the discipline faculty determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the application with the recorded grade, attach the industry recognized credential(s), and forward the completed application and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript.

## Credit by Assessment

*Student-Created Portfolio*
Students applying for Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the discipline faculty as follows:
- A department-approved portfolio assessment rubric for the course is on file, or the discipline faculty designs one.
- The student meets with the discipline faculty to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the discipline faculty for assessment of prior learning.
- The discipline faculty evaluates the student-created portfolio and assigns a grade which demonstrates the student's level of mastery of the course content, as described in the Course Outline of Record Student Learning Objectives; the discipline faculty shall complete the application with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student transcript.

*Credit by Examination*
The District will award college course credit for successful completion of a District examination designed and administered by the discipline faculty as follows:
- The discipline faculty and student meet to discuss the district examination and expectations and to schedule the exam. The grading scheme will be clearly described prior to the exam.
- The discipline faculty shall determine whether the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record.
- The discipline faculty shall sign the application with the recorded grade and forward to the Admissions and Records Office.

- The grade shall be kept on file and recorded on the student's transcript
- Completed exam materials must remain on file with the department/program for three years

Industry Recognized Training Application (v3).docx (29 KB)

Credit by Portfolio (v3).docx (29 KB)

Credit by Exam Application (v3).docx (30 KB)