



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Credit for Prior Learning
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Credit for Prior Learning (CPL) is college credit awarded for validated college level skills and knowledge gained outside of a college classroom.

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

- Achievement of a score of [3 or higher] on an Advanced Placement Examination 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.
- 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.

“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

with subject matter similar to that of the individual's prior learning, and only for a course listed in the college catalog. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Determination of eligibility to receive Credit for Prior Learning:

- The student must be currently registered in the College and in good academic standing per AP 4250 and AP 4255.
- The course is listed in the College of the Siskiyous' catalog.
- 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 student will be allowed to take the assessment only once and a separate assessment shall be conducted for each course for which credit is to be granted.
- Grades and grade points may not be assigned to college credits in some cases such as Advanced Placement, International Baccalaureate, CLEP and Military credit.
- 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, not in a specific semester, and will be identified as "Credit for Prior Learning." Students may choose the "pass-no pass" option if it is ordinarily available for the course.
- Credit awarded by these methods will 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 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 Fall and Spring Semesters and are due no later than the 4th week of the semester. The student will be contacted within two weeks to schedule the assessment.

Process:

- The discipline faculty shall inform the Office of Academic Affairs which courses, if any, will be available for Credit for Prior Learning in the subsequent academic year and the methods that will be used to determine credit.
- Applications are available online or in the Academic Affairs and Counseling Offices. Students 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 seek an instructor in the discipline who will volunteer to be the instructor of record and administer the assessment.
- 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 instructor of record submits paperwork to the Admissions and Records Office where it will be processed for transcription.

Procedures:

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:

- The student shall complete the Credit for Prior Learning application available in the Academic Affairs or Counseling Offices.
- 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.

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the instructor of record:

- The student shall complete the Credit for Prior Learning assessment application available in the Academic Affairs and Counseling Offices.
- The Registrar shall post credit for industry recognized credential(s) as well as Military Credit that have already been evaluated and approved by the instructor of record.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
- The student meets with the instructor of record to receive further instructions for industry recognized credential(s) assessment.
- The student submits all industry recognized credential documents to the instructor of record for assessment of prior learning.
- If the instructor of record determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the instructor of record 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.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the instructor of record 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 application available in the Academic Affairs and Counseling Offices.
- The student meets with the instructor of record to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the instructor of record for assessment of prior learning.
- If the instructor of record determines the student-created portfolio adequately measures mastery of the course content as set forth in the Course Outline of Record, the instructor of record shall sign 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 from Within the Academic Setting

The instructor of record shall determine whether or not 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 informally discuss the matter with the instructor of record prior to initiating the formal process. All steps must be completed in the order listed or the Application for Credit by Examination shall not be processed.

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

- Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the instructor of record.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the College of the Siskiyous Catalog.

Credit by Examination from Outside the Academic Setting

In order to permit students to demonstrate that they have met the 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. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination.

The Credit by Examination Procedures

- The student shall complete the Credit for Prior Learning assessment application available in the Academic Affairs and Counseling Offices.
- Student meets with the instructor of record for further instructions for Credit by Examination.
- If the instructor of record determines the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the instructor of record shall sign the application with the recorded grade and forward to the Admissions and Records office to 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.

High School Articulated Credit by Examination

Students who enroll at College of the Siskiyous may be eligible to receive college credit for high school course(s) after demonstrating competency as agreed upon through a current articulation agreement and upon successful completion of the associated examination created by College faculty. (See AP 4050 "Articulation" for development of agreements and examinations.)