

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4235**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Credit ~~by Examination~~ for Prior Learning

Adoption Date:

Review Date:

Revision Date: 12/08, 3/2/10; May 14, 2013; December 12, 2017, May 22, 2019

Responsible Area: Vice President, Academic Affairs

Responsible Office: Instruction

Policy References: Title 5 Section 55050 and 55052, Ed Code 79500, **AP 4236 and 4237**

~~A course that is listed in the College catalog is eligible for Credit by Examination if determined to be appropriate by the majority of college faculty in the discipline. Only disciplines with full-time faculty may be available for credit by exam unless Administration has made special arrangements with part time faculty. Any examination created by the faculty will ensure that it adequately measures mastery of the course content as set forth in the outline of record.~~

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.

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.

Other Conditions: 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 ~~exam~~ assessment only once and a separate ~~examination~~ 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 will receive a letter~~ The student's letter grade (A-F), ~~which~~ will be noted on the academic transcript. ~~in the additional college credit section~~, not in a specific semester, and will be identified as "Credit ~~by Exam~~ 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.
- A student may earn no more than 12 units through Credit ~~by Examination~~ for Prior Learning at College of the Siskiyous.
- Credits acquired by ~~examination~~ 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 ~~examination~~ assessment that does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks ~~eCredit by examination~~ for Prior Learning.
- The ~~examination~~ assessment must be completed within the semester of date of application.

Process:

- No later than **May 1** of any calendar year, the discipline faculty shall inform the Office of ~~Instruction~~ Academic Affairs which courses, if any, will be available for Credit ~~by Examination~~ 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 ~~Instruction~~–Office of Academic Affairs.

- The appropriate Educational Administrator will ~~assign~~ identify the applicable faculty member to evaluate the Credit for Prior Learning assessment.
- The ~~examination~~ assessment may be conducted at the College or another location agreed upon by the assigned faculty member.
- Post evaluation, the faculty member ~~to~~ 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 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 (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 faculty designee:

- 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 faculty designee.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student meets with the faculty designee to receive further instructions for industry recognized credential(s) assessment.
 - The student submits all industry recognized credential documents to the faculty designee for assessment of prior learning.
 - If the faculty designee determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the faculty designee 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 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 application available in the Academic Affairs and Counseling Offices.
- The student meets with the faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the faculty designee for assessment of prior learning.
- If the 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 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 faculty designee 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 faculty designee 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 Application 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 faculty designee 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 faculty designee.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the College of the Siskiyou 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 faculty designee for further instructions for Credit by Examination.
- If the faculty designee determines the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the faculty designee 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 Siskiyou 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.)

Office of Primary Responsibility: Office of Academic Affairs