



**FOOTHILL-DE ANZA  
Community College District**

Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Credit for Prior Learning (formerly Credit by Examination (Challengeable Courses) and Advanced Placement Examinations)
Code	AP 4235
Status	Up For Revision
Legal	<a href="#">California Code of Regulations, Title 5, Section 55050</a> <a href="#">California Code of Regulations, Title 5, Section 55052</a> <a href="#">California Community Colleges Chancellor's Office Policy Change Memorandum 3/30/17</a> <a href="#">Education Code, Section 79500</a>
Adopted	June 14, 2013
Last Revised	December 8, 2017
Last Reviewed	December 8, 2017
Origin	formerly AP 6030 - 2020 update to change the title to Credit for Prior Learning to reflect changes in Title 5 Section 55050 and identify new local procedures that must be added to meet credit for prior learning requirements.
Office	College Presidents

*CCLC NOTE: This procedure is suggested as good practice/optional, but it legally advised if the Board has approved a policy to allow credit by examination for prior learning. A District must publish its policies pertaining to credit for prior learning in its college catalog.*

*A District must also review its credit for prior learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (1) to the California Community Colleges Chancellor's Office. Additionally, a District must certify to the California Community Colleges Chancellor's Office by December 31, 2020 that it has complied with the requirements of Title 5 Section 55050.*

### **Credit for Prior Learning**

**Credit for Prior Learning may be obtained by one of the following methods:**

*(CCLC note: Colleges must determine appropriate methods. The following are common.)*

- **Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board (see AP 4236 Advanced Placement Credit).**
- **Achievement of a score that qualifies for credit by examination in the College Level Examination Program.**
- **Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.**
- **Achievement of an examination administered by other agencies approved by the college.**

- Assessment approved or conducted by proper authorities of the college.

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 catalog of the community college. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Credits acquired by assessment shall not be counted in determining the quarter hours in residence required by the associate degree.

**CCLC NOTE: Additional local procedures may be inserted, which must include:**

- *Procedures for students to attain credit for prior learning that includes credit by examination, evaluation of Joint Services Transcripts, evaluation of student- created portfolios, evaluation of industry-recognized documentation, and standardized exams.*
- *The student's academic record clearly indicates that the credit was earned by ~~examination~~ assessment of prior learning.*
- *Limits on the number of units that may be applied to the Associate degree.*
- *Other limits on student and course eligibility for credit by examination.*
- *Procedures that require that a student, upon completion of his/her educational plan pursuant to Education Code Section 78212, shall be referred to the college's appropriate authority for assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials, or requests credit for a course based on their prior learning.*
- *An opportunity for students to accept, decline or appeal decisions related to the award of credit, and in the cases of credit by exam, pursuant to Title 5 Sections 55021 and 55025 of Title 5.*

Credit by Examination (challengeable courses)

1. Discipline faculty, through the college's established curricular processes and procedures, shall determine if a course is eligible for credit by examination.
2. A list of all courses eligible for credit by examination shall be maintained by the Office of Instruction and included in the College Catalog.
3. The nature and content of the examination or other cumulative assessment shall be determined solely by the faculty in the discipline that normally teach the course for which credit is to be granted. The faculty shall determine that the examination or other cumulative assessment adequately measures mastery of the course content as set forth in the course outline of record (Title 5, 55050 (c)).
4. The faculty may accept an examination or other cumulative assessment conducted at a location other than the community college for this purpose (Title 5, 55050 (c)). (For example, standardized exams regulated or prescribed by the State of California for specific occupational areas, etc.)
5. The student's academic record shall be clearly annotated to reflect that credit was earned by **assessment of prior learning** ~~examination~~ (Title 5, 55050 **(f)** ~~(e)~~).
6. Grading shall be according to the regular grading scale approved by the governing board (Title 5, 55023) except that a student shall be offered a pass/no pass option if that is ordinarily available for that course. (Title 5, 55050 **(g)** ~~(f)~~).
7. A student who earns credit by examination for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence.
8. Units earned by credit by examination shall not be counted in determining the quarter hours in residence required by the associate degree (Title 5, 55050 **(h)** ~~(g)~~). Units earned through credit by exam are not considered for Financial Aid, Scholarship, or Veteran Services eligibility and payments.
9. Registration and fees: Students will be registered for the course. Students who take the examination or cumulative assessment must pay a fee for service equal to the usual per unit enrollment fees for the course, but exclusive of any fee-based supplies. Fees for credit by examination are non-refundable. (Title 5, 55050 **(i)** ~~(h)~~).

Advanced Placement Examinations

The faculty shall accept Advanced Placement examinations for general education credit (Education Code, Section 79500).

*See Board Policy 4235 Credit for Prior Learning ~~by Examination~~*

*See Administrative Procedure 4236 Advanced Placement Credit*

Approved 6/14/13  
Renumbered 5/22/15 (formerly AP 6030)  
Amended 12/8/17