

# Credit for Prior Learning Policy

## Credit for Prior Learning

Granting course and unit **Credit for Prior Learning (CPL)** is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college. Course and unit credit can be obtained through the credit for external examinations process (AP/IB/CLEP), the internal departmental examination process (credit by exam), the high school to college articulation process, evaluation of Joint Services Transcripts (JST), evaluation of student-created portfolios, or evaluation of industry-recognized documentation, credentials or licensure.

### Courses Eligible for Credit for Prior Learning

- VCCCD students may receive college credit through the Credit for Prior Learning process of identified courses listed in the current college catalog.
- Academic divisions of the District Colleges determine the courses for which Credit for Prior Learning may be granted.

### Documentation of Credit for Prior Learning

- For credit earned through the Credit for Prior Learning provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination, through articulation, or by another type of assessment of prior learning.

### Assessment Methods Available for Credit for Prior Learning

Credit for Prior Learning may be obtained by one or a combination of two of the following assessment methods.

- + **I. External Examinations (AP/IB/CLEP)**
- + **II. Internal Departmental Examinations (Credit by Examination)**
- + **III. High School to College Articulation**
- + **IV. Credit for Military Service/Training**
- + **V. Industry-Recognized Credentials or Licensure Documentation**

Students interested in Credit for Prior Learning using industry-recognized credential(s) or licensure shall receive credit as determined solely by the faculty of the appropriate discipline:

- The student shall complete the Credit for Prior Learning assessment petition.
- Admissions and Records shall grant credit for industry-recognized credential(s) or licensure that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry-recognized credential(s) or licensure has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry-recognized credential(s) or licensure assessment.
  - The student submits all industry-recognized credential documents or license copies to the department chair or faculty designee for assessment of prior learning.
  - If the department chair or faculty designee determines the industry certification or licensure 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) or license copies, and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

## + VI. 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:

- A department-approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment petition.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or 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 petition with the appropriate grade and forward it to the Admissions and Records Office to be kept on file and recorded on the student's transcript.

## Limits of Credit for Prior Learning

[These apply to all methods, except External Examinations (AP/IB/CLEP) and High School Articulation.]

- Students may apply for Credit for Prior Learning for a given course only once.
- Grading shall be according to the regular grading system approved by the governing board pursuant to Title 5 section 55023, except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course. Once the Pass/No Pass deadline has passed, the request cannot be withdrawn and the student becomes ineligible to petition to change a grade. Other colleges and universities may restrict the acceptance of courses taken on a Pass/No Pass, especially for the satisfaction of requirements for the major.
- Students should be aware that other colleges and universities may not accept credit for prior learning for transfer purposes, including but not limited to meeting pre-major, major, and/or other requirements.
- Students should be advised that the use of units granted through the credit for prior learning policy towards establishing eligibility for athletics, financial aid, and veterans’ benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)
- Credits earned through the Credit for Prior Learning process are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Internal Department Examination (Credit by Examination) may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, he/she will not be eligible to earn credit through Credit for Prior Learning for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for CPL for that course or for a comparable course at another district college.
- Credits acquired by credit for prior learning are not counted in determining the 12- semester units of credit in residency required for an associate degree.
- A maximum of 50% of the units required for an associate degree (except the Associate Degree for Transfer and UC Transfer Pathways degree, which have no limit) or Certificate of Achievement may be applied through Credit for Prior Learning. Additional units may be granted upon review and approval by the VPAA or his/her designee. This limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP or High School Articulation)

## Documentation of Allowable Credit Awards

Each District College shall maintain records of the courses for which units of credit may be granted through Credit for Prior Learning. These records shall be maintained either in the Office of Academic

Affairs or in the Student Services Office.

## Advisement

- A student, upon completion of their educational plan, shall be referred to the college's appropriate authority for the assessment of prior learning if the student is a veteran or an active-duty member of the armed forces, holds industry-recognized credentials or licensure, or requests credit for a course based on their prior learning.
- Colleges shall consider the credit recommendations of the American Council on Education (ACE) pursuant to Education Code section 66025.7
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to Administrative Procedure (AP) 4230 (Grading and Academic Record Symbols) and AP 4231 (Grade Changes).

*References: AP 4235 Credit for Prior Learning; last reviewed by the VCCCD Board of Trustees June 2022. AP 4050 Articulation with Baccalaureate Institutions; last reviewed by the VCCCD Board of Trustees June 2022. AP 4051 Articulation with High Schools; last reviewed by the VCCCD Board of Trustees December 2020.*

Below is the list of courses that are available for at least one of the Credit for Prior Learning (CPL) assessment methods. When a course is available for CPL, it is noted with a "Yes" in the respective column. Please contact the department of that discipline or the Counseling department to learn more about the process of obtaining credit for CPL.

[Courses available for Credit for Prior Learning.](#)