

SOLANO COMMUNITY COLLEGE

CREDIT FOR PRIOR LEARNING

6041

PROCEDURES

1. Definition of Credit for Prior Learning

Credit for prior learning is credit awarded for validated college-level skills and knowledge gained outside of a college classroom.

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Procedures for students to attain credit for prior learning shall include, but not be limited to:

- A. Credit-by-examination
- B. Evaluation of Joint Services Transcripts and Community College of the Air Force Transcripts
- C. Evaluation of student-created portfolios
- D. Evaluation of industry-recognized credential documentation
- E. Standardized exams such as College Board Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP), DANTES (DSST)

The Superintendent/President shall consult with the Faculty Senate and rely primarily on the recommendations of the Faculty Senate to establish administrative procedures to implement this Board Policy.

Credit for prior learning does not include knowledge and skills already assessed and awarded credit through formal education at regionally accredited in-state and out-of-state institutions.

There is no cost to the student for Credit for Prior Learning, except for the Credit-by-Examination fee already established in Board policy.

1. Determination of Eligibility for Credit for Prior Learning

- A. The student need not have previously earned credit from the District but must be currently registered as a student through CCCApply. The student must not be currently enrolled in the course to be challenged.
- B. Students are encouraged to meet with a counselor to develop an education plan.
- C. The course must be listed in the current College catalog or the Catalog for which the student has Catalog rights.

2. Procedures for Identifying Faculty to Assess Prior Learning

- A. The nature and content of the prior learning assessment is determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Title 5 § 55002.
 - B. Discipline faculty have purview to determine that the prior learning assessment adequately measures mastery of the course content as set forth in the course outline of record.
 - C. In consultation with the area dean, discipline faculty shall determine which faculty will have responsibility for assessing prior learning. Departments will collaboratively determine assessment norms that guide faculty in determining appropriateness of credit. Assessment norms should be reviewed during curriculum review.
 - D. The College will negotiate with the faculty association to determine an appropriate stipend for faculty time related to assessing and awarding credit for prior learning.
 - E. Discipline faculty shall, as much as possible, determine assessment processes to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record.
3. Learning Assessment Grading Policy
- A. Grading shall be according to the procedures outlined in Board Policy and Administrative Procedure 6410 except that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.
 - B. Students shall have an opportunity to accept, decline or appeal decisions related to the award of credit once per assessment requested pursuant to the procedures identified in Board Policy and Administrative Procedure 5350, and in cases of credit-by-examination, pursuant to California Code of Regulations, Title 5, § 55021 and § 55025.
4. Transcription of Credit for Prior Learning
- A. Student’s transcript shall be clearly annotated to reflect that credit was earned by assessment of prior learning. (Cal. Code Regs., Tit. 5, § 55050 subd. (f)). If credit is earned by a particular exam, see annotation procedures in sections 8.E.i.d. and 8.E.ii.g. of this procedure (Cal. Code Regs., Tit. 5, § 55052.5).
 - B. Upon request of an assessment of prior learning or review of an AP, IB Exam or CLEP, students shall be advised that transcription of credit for a college requirement may not transfer to the CSU or UC system.
5. Applicability of Credit
- A. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree. (Cal. Code Regs., Tit. 5, § 55050 subd. (h)).
 - B. Upon assessment of a student’s mastery of a course’s learning outcomes, credit should be made, if possible, to Intersegmental General Education Transfer

Curriculum (IGETC), California State University General Education (CSUGE) breadth, local community college program or General Education requirements, and, only as a last resort, electives credit. (Cal. Code Regs., Tit. 5, § 55050 subd. (d)).

- C. Students should be advised that some 4-year colleges and universities do not accept credit granted for prior learning.
- D. Decisions for granting credit for prior learning shall consider the credit recommendations of ACE, including ACE evaluated transcripts, experience, and training programs.

6. Automatic Referral for Credit for Prior Learning Assessment

Upon completion of a student's educational plan pursuant to California Education Code §78212, a student 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.

7. Student-Initiated Petition for Credit for Prior Learning

- A. The petition for credit for prior learning must be initiated by the student in a timely manner to allow for the discipline faculty to conduct a thorough assessment.
- B. The Admissions and Records Office will send the petition to the Dean for distribution to the appropriate faculty. Normally, students should expect assessment to take a maximum of one semester to complete. There is no guarantee that requests will be evaluated over the summer term.
- C. If the prior learning to be assessed is for a course that serves as a prerequisite to a course the student wishes to take, the assessment must be completed with a passing grade prior to the student's enrollment in the subsequent course.
- D. There is no cost to the student for Credit for Prior Learning, except for the Credit-by-Examination fee already established in Board policy.
- E. The petition to apply for Credit for Prior Learning can be found in the Admissions and Records Office.

8. Procedures for Students to Attain Credit for Prior Learning

A. Credit-by-Examination

Satisfactory completion of an institutional examination administered by the College in lieu of completion of an active course listed in the current College catalog is through a process called "credit-by-examination" or "credit-by-exam."

A student requesting credit for prior learning via credit-by-examination shall adhere to the following procedures:

- i. The determination to offer credit-by-examination rests solely on the discretion of the discipline faculty.
 - ii. A separate examination shall be conducted for each course for which credit is to be granted.
 - iii. A student must submit a petition to the discipline dean for referral to the faculty designee for each course for which credit is sought.
 - iv. The examining faculty member shall determine the nature and content of the exam. (Cal. Code Regs., Tit. 5, § 55050 subd. (c)).
 - v. If the student completes the examination with a passing grade as determined by the examining faculty member, the examining faculty member shall sign the petition, indicating the grade for the course successfully challenged and forward it and the backup documentation to the Admissions and Records Office for transcription of credit.
 - vi. A student may be charged a fee for credit-by-examination which shall not exceed the enrollment fee associated with the enrollment in the course for which the student seeks credit-by-examination, as per Administrative Procedure 6040. (Cal. Code Regs., Tit. 5, § 55050 subd. (i)).
 - vii. Procedures for granting credit by exam through high school articulated courses shall be in accordance with Board Policy and Administrative Procedure 6040: Credit-by-Examination.
- B. Joint Services Transcript for Military Service or Community College of the Air Force
- i. A Veteran and Military Service Member students requesting credit for prior learning through evaluation of the Joint Services Transcript must file a petition for credit. Students should consult with the SCC Veterans Resource Center for more options for credit.
 - ii. In keeping with existing Board policy, the college will accept:
 - a. Two exposures of physical activity from the service member's DD-214, or active duty personnel's form DD-295 to satisfy the Kinesiology graduation requirement under Solano Community College's general education Option A – Local Requirement for Health and Kinesiology.
 - b. The service member's Form DD-214, or active duty personnel's Form DD-295 to satisfy three (3) units of California State University General Education Option C – Area E – Lifelong Learning and Self-Development.
- C. Student-Created Portfolio
- i. The determination to offer credit by assessment of a student-created portfolio rests solely on the discretion of the discipline faculty.

- ii. A student requesting credit for prior learning through assessment of a student- created portfolio shall adhere to the following procedures and meet the following general eligibility criteria.
 - a. The student must submit a petition for evaluation of the student portfolio to the discipline dean for referral to the identified faculty designee.
 - b. The student must provide the discipline faculty designee with the student-created portfolio that supports the petition.
 - c. The discipline faculty designee shall evaluate the portfolio against course content and student learning outcomes of current courses in the College catalog.
 - d. If the discipline faculty member determines the portfolio contents adequately measure mastery of the course content as set forth in the official course outline of record, the faculty member shall sign the petition and forward it and the backup documentation to the Admissions and Records Office for transcription of credit.

D. Industry-Recognized Credentials

- i. The determination to offer credit for industry-recognized credentials rests solely on the discretion of the discipline faculty.
- ii. A student requesting credit for prior learning through evaluation of industry-recognized credentials shall adhere to the following procedures:
 - a. The student must submit a petition for evaluation of industry-recognized credentials to the discipline department chair or faculty designee.
 - b. The student must provide the discipline faculty designee copies or documentation of the industry-recognized credentials that support the petition.
 - c. The discipline faculty member shall evaluate the credentials against course content and student learning outcomes of current courses in the College catalog.
 - d. If the discipline faculty member determines the industry-recognized credentials adequately measure mastery of the course content as set forth in the official course outline of record, the faculty member shall sign the petition and forward it and the backup documentation to the Admissions and Records Office for transcription of credit.
 - e. Achievement of an examination administered by other agencies approved by the Solano Community College District may be accepted for credit (Cal. Code Regs., Tit. 5, § 55050 subd. (c)).

E. Standardized Exams

i. AP Examination

- a. A student may earn credit for prior learning by achieving a satisfactory score on the College Board Advanced Placement (AP) examination.
- b. Official copies of the AP test scores are on file with the Admissions and Records Office.
- c. The student achieved a passing score on the college's AP Credit Chart.
- d. The student's transcript shall be clearly annotated to reflect the credit was earned through an AP exam. (Cal. Code Regs., Tit. 5, § 55052).

ii. High-Level IB Exam and CLEP or DSST

- a. A student may request credit for prior learning through a High-Level IB Examination, CLEP, or DSST score (where applicable).
- b. Official copies of the IB or CLEP test scores are on file with the Admissions and Records Office.
- c. The student achieved a passing score on the College's IB or CLEP Credit Chart.
- d. The faculty in the appropriate discipline shall have the authority to approve IB program examination and CLEP scores deemed to constitute satisfactory performance for direct course credit.
- f. Credit may be awarded for the CSU GE Breadth, or local community college general education requirements, as most appropriate. Where no direct course or general education area matches an IB or CLEP exam, the College may award elective credit.
- g. Credit earned through the IB Exam or CLEP shall be clearly annotated on the transcript to reflect that credit was earned through an IB exam or CLEP. (Cal. Code Regs., Tit. 5, § 55052.5).

9. Periodic Review by Board of Trustees

A. Per Title 5 § 55050 (1), the governing board of Solano Community College District shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including:

- i. The number of students who received credit for prior learning,
- ii. The number of credits awarded per student,

- iii. Retention and persistence rates of students earning credit for prior learning,
- iv. Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
- v. Qualitative assessments by students of the policies and procedures.

**REFERENCES/
AUTHORITY:**

California Code of Regulations (CCR), Title 5, § 55050(n)

ADOPTED: