



ADMINISTRATIVE **PROCEDURE**

4235

DESERT COMMUNITY COLLEGE DISTRICT

CREDIT FOR PRIOR LEARNING

The District will:

- Publish its policies pertaining to credit for prior learning in the college catalog, and
- Review its credit for prior learning policy every three years and report particular findings specified in Title 5 Section 55050 subdivision (l) to the California Community Colleges Chancellor's Office.

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 qualified score on an Advanced Placement (AP) examination administered by the College Entrance Examination Board (see Administrative Procedure 4236 Advanced Placement Credit)
- Achievement of a satisfactory score that qualifies for credit on a higher level International Baccalaureate (IB) examination
- Achievement of a satisfactory score that qualifies for credit on the College Level Examination Program (CLEP) examination
- Evaluation of Joint Service 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

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the district
- The student must have previously earned credit or noncredit from the district or be currently registered in the district
- Current students must have an education plan on file
- The course is listed in the current college catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the district and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

Credits acquired by examination are not applicable to meeting of such unit load requirements as

Selective Service deferment, Veterans, or Social Security benefits. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols
- Students shall be offered a "Pass/No Pass" option, in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols, if that option is ordinarily available for the course
- 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 4230 Grading and Academic Record Symbols and Administrative Procedure 4231 Grade Changes

Transcription of Credit for Prior Learning

- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

Advanced Placement

Students requesting Credit for Prior Learning using Advanced Placement shall receive credit for completing a satisfactory score on a district approved examination under the following circumstances:

- Official Advanced Placement score reports must be on file in the Admissions and Records Office
- The student achieved a minimum acceptable score on the AP examination as recommended by the district's AP equivalency guide.

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 Admissions and Records Office
- The student achieved a minimum acceptable score on the IB examination a recommended by the district's IB equivalency guide

College Level Examination Program

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 Admissions and 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 assessment petition available in the Veterans Resource Center, Counseling or Admissions and Records Office
- 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), Community College of the Air Force (CCAF), 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 appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions and Records Office
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry recognized credential(s) 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) assessment
 - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning
 - If the department chair or faculty designee determine the industry certification 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), and forward the completed petition and supporting documents to the Admissions and Records Office to be kept on file and recorded on the student transcript

References:

Education Code Section 79500

Title 5 Sections 55050, 55051, and 55052, and 55052.5

Board Review/Information Item: December 18, 2020

Executive Cabinet Review/Approval: April 19, 2022

Educational Policies and Practices Committee/1st Reading: April 7, 2022

Educational Policies and Practices Committee/2nd Reading: May 5, 2022

All Faculty Senate Review/Approval (combined 1st and 2nd readings): May 12, 2022

College Planning Council Review/Approval, 1st Reading: October 28, 2022

College Planning Council Review/Approval, 2nd Reading: November 4, 2022

Board Meeting/Information Item: December 16, 2022

Next Review: December 2027