



AP 4235 Credit for Prior Learning

Registered students who have substantial prior experience in the content of college-level courses and who can present evidence may petition to receive credit for courses listed in the college catalog which are approved for credit for prior learning. Any course listed in the course description section of the college catalog bearing the designation [Cx] after the course title may be challenged for credit for prior learning with the consent of the instructor in the appropriate administrative unit and after admissions eligibility criteria are met.

A department (discipline area) may establish a limit on the number of courses that may be challenged for credit for prior learning. This information will be housed in the Dean's office.

Determination of Eligibility for Credit for Prior Learning

Credit for prior learning will only be granted to students who:

- Have completed a current Chaffey College application
- Have identified an area of study
- Are not currently enrolled in the course to be challenged.

The course being challenged must be listed in the current Chaffey College Catalog.

Units earned through credit for prior learning shall not be counted toward the 12-unit residency requirement for an Associate degree. Credits acquired for prior learning are not applicable to meeting unit load requirements for Selective Service deferment, Veterans or Social Security benefits. In all cases, the student's academic record is clearly annotated to indicate any credit granted for prior learning.

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.



AP 4235 Credit for Prior Learning

Page 2 of 6

Methods for Awarding Credit for Prior Learning

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 satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- 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

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



AP 4235 Credit for Prior Learning

Page 3 of 6

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 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 Counseling or Records Office
- Official transcripts must be on file in the 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 or faculty designee:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office



AP 4235 Credit for Prior Learning

Page 4 of 6

- 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 coordinator or faculty designee to receive further instructions for industry recognized credential(s) assessment
 - The student submits all industry recognized credential documents to the department coordinator or faculty designee for assessment of prior learning
 - If the department coordinator 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 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 appropriate department coordinator or faculty designee under the following circumstances:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Records Office
- The student meets with the department coordinator or faculty designee to receive further instructions for student-created portfolio assessment
- The student submits all portfolio documents to the department coordinator or faculty designee for assessment of prior learning
- If the department coordinator or faculty designee determine 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 Records Office to be kept on file and recorded on the student transcript



AP 4235 Credit for Prior Learning

Page 5 of 6

Credit by Examination From Within the District

The Department coordinator or 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 department coordinator or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition 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 appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for Credit by Examination through the Career and Technical Education (CTE) Transitions program
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Chaffey College Catalog

The District Credit by Examination Process

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.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:



AP 4235 Credit for Prior Learning

Page 6 of 6

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Admissions and Records Office
- Student meets with the department coordinator or faculty designee further instructions for Credit by Examination
- If the department coordinator or faculty designee determine the Credit by Examination assessment 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 and forward to the Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years

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 4232 (Pass/No Pass), 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)

References: Education Code Section 79500;
Title 5 Sections 55050, 55051, 55052, and 55052.5

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