

**Academic Affairs**

**AP 4235 CREDIT FOR PRIOR LEARNING**

**Reference(s):**

Education Code Section 66025.71, 66700, 70901, 70902, 78212, 79500;  
Title 5 Section 55002, 55021, 55023, 55025, 55050 and 55052

Credit for Prior Learning may be awarded for courses listed in the current catalog of Chabot or Las Positas College. Award of credit may be made for general education, program coursework, or electives.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement 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);
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of an active course listed in the current college catalog;
- Achievement of an examination administered by other agencies approved by the college, such as industry recognized documentation;
- Evaluation of Joint Service Transcripts (JST); and
- Assessment approved or conducted by proper authorities of the college, such as evaluation of student experience through documentation or portfolio.

**A. Determination of Eligibility for Credit for Prior Learning:**

- The student must be in good standing in the District and have an educational plan on file
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- 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 assessment shall not be counted in determining the 12 semester hours of credit in residence required for an [Associate Degree](#).

## **B. Administration of Credit for Prior Learning**

1. Students, upon completion of their educational plans, 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.
2. Students may apply for Credit for Prior Learning through the petition process identified in the Catalog.
3. Eligible courses must be discipline approved with a developed assessment tool.
4. Courses available for Credit for Prior Learning shall be disclosed on the College website.
5. The petition must be approved by the relevant discipline faculty, Division Dean, Vice President of Academic Services, [and processed by Admissions and Records](#).
6. Only in the case of Credit by Exam method, applicable fees/and or tuition may apply, not to exceed the enrollment fee associated with the course for which the student seeks credit by exam, and must be paid at the Office of Admissions and Records.
7. Arrangements to demonstrate proficiency and meet assessment requirements will be made between the student and the faculty after the petition is approved.
8. The student must not have previously attempted the course through a Credit for Prior Learning method and/or failed.
9. When the student completes the specified assessment requirements, the administering instructor will determine if the evidence adequately demonstrates mastery of the course content as set forth in the Course Outline of Record.
10. The administering instructor has responsibility for verifying the course, the number of units to be awarded, and assigning an appropriate grade to be forwarded to the Records Office.
11. Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols.
12. 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.

## **C. Awarding of Credit for Prior Learning**

1. The student's academic record will clearly indicate that credit was earned by assessment of prior learning.

2. The student will not be permitted to receive a certificate or an associate degree using Credit for Prior Learning for more than three quarters of the units completed at the District. Up to three-quarters (75%) of units required for an associate degree may be acquired through Credit for Prior Learning.

2.3. Students pursuing an Associate Degree for Transfer (ADT) should refer to UC/CSU policies regarding acceptance of Credit for Prior Learning units prior to petitioning for approval.

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4. 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 Procedures 4230 Grading and Academic Record Symbols and 4231 Grade Changes.

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**Approved:** March 18, 2014; Edited November 20, 2017

**Board Reviewed:** December 15, 2020