

1.0 Credit for Prior Learning

- 1.1 Credit for prior learning is credit awarded for validated college-level skills and knowledge gained outside of a college classroom.
- 1.2 Students may receive college credit for prior learning through the approved alternative methods listed below:
 - 1.2.1 Achievement of a satisfactory score on the College Board Advanced Placement (AP) examination.
 - 1.2.2 Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination.
 - 1.2.3 Achievement of a satisfactory score on the College Level Examination Program (CLEP).
 - 1.2.4 Evaluation of Joint Services Transcripts.
 - 1.2.5 Achievement of an examination administered by other agencies approved by the Los Rios Community College District. (Cal. Code Regs., Tit. 5, § 55050 subd. (c)).
 - 1.2.6 Evaluation of industry-recognized credentials.
 - 1.2.7 Evaluation of student-created portfolios.
 - 1.2.8 Satisfactory completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog through a process called, “credit by exam.”
- 1.3 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.

2.0 Determination of Eligibility for Credit for Prior Learning

- 2.1 The student must be in good standing in the District.
- 2.2 The student must have previously earned credit from the District or be currently registered as a student.
- 2.3 Current students must have an education plan on file.
- 2.4 The course must be listed in the current College catalog.
- 2.5 If seeking credit for a course through credit by exam, the student must be registered with the District and not currently enrolled in the course or receiving credit for a more advanced course in the same subject.

3.0 Prior Learning Assessment Grading Policy

- 3.1 Grading shall be according to the procedures outlined in Board Policy and Administrative Regulation 7252 except that that students shall be offered a “pass-no pass” option if that option is ordinarily available for the course.
- 3.2 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 Regulation 2412, and in cases of credit by exam, pursuant to California Code of Regulations, Title 5, sections 55021 and 55025.

4.0 Transcription of Credit for Prior Learning

- 4.1 The 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 8.2 and 9.4. (Cal. Code Regs., Tit. 5, § 55052.5).
- 4.2 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.

5.0 Applicability of Credit

- 5.1 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)).
- 5.2 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)).
- 5.3 Students should be advised that some 4-year colleges and universities do not accept credit granted for prior learning.

6.0 Automatic Referral for Credit for Prior Learning Assessment

- 6.1 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.

7.0 American Council on Education (ACE) Credit Recommendation Consideration

- 7.1 Decisions for granting credit for prior learning shall consider the credit recommendations of ACE, including ACE evaluated transcripts, experience, and training programs.

8.0 AP Examination

- 8.1 A student requesting credit for prior learning through an AP Examination must meet the general eligibility criteria in section 2.0 and the following.
- 8.1.1 Official copies of the AP test scores are on file with the Admissions and Records Office.
- 8.1.2 The student achieved a passing score on the college's AP Credit Chart.
- 8.2 The student's transcript shall be clearly annotated to reflect the credit was earned through an AP exam. (Cal. Code Regs., Tit. 5, § 55052).

9.0 High-Level IB Exam and CLEP

- 9.1 A student requesting credit for prior learning through a High-Level IB Examination or CLEP must meet the general eligibility criteria in section 2.0 and the following.
- 9.1.1 Official copies of the IB or CLEP test scores are on file with the Admissions and Records Office.
- 9.1.2 The student achieved a passing score on the applicable college's IB or CLEP Credit Chart.
- 9.2 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 and/or general education area credit.
- 9.3 Credit may be awarded for the California IGETC, CSUGE 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.
- 9.4 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).

10.0 Credit for Military Service

- 10.1 A military or veteran student requesting credit for prior learning through evaluation of the Joint Services Transcript containing courses that have been evaluated by the American Council of Education with full descriptions and credit recommendations must meet the general eligibility criteria in section 2.0 and the following.
- 10.1.1 A completed petition for credit is on file.

- 10.1.2 An official copy of the student's Joint Services Transcript has been received by the college Admissions and Records Office.
- 10.1.3 The colleges shall consider the credit recommendations of the American Council for Education pursuant to Education Code section 66025.71 and award course credit in courses with subject matter similar to that of the student's military education, training, and service.
- 10.2 A veteran student meeting the criteria in 10.1 may receive:
 - 10.2.1 Three (3) units of living skills credit toward graduation requirement.
 - 10.2.2 One (1) unit of elective credit.

11.0 Industry-Recognized Credentials

- 11.1 The determination to offer credit for industry-recognized credentials rests solely on the discretion of the discipline faculty.
- 11.2 A student requesting credit for prior learning through evaluation of industry-recognized credentials shall adhere to the following procedures and meet the general eligibility criteria in section 2.0 and the following.
 - 11.2.1 The student must submit a petition for evaluation of industry-recognized credentials to the discipline department chair or faculty designee.
 - 11.2.2 The student must provide the discipline department chair or faculty designee copies or documentation of the industry-recognized credentials that support the petition.
 - 11.2.3 The discipline faculty member shall evaluate the credentials against course content and student learning outcomes of current courses in the college catalog.
 - 11.2.4 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 Admission and Records Office for transcription of credit.

12.0 Assessment of Student-Created Portfolio

- 12.1 The determination to offer credit by assessment of a student-created portfolio rests solely on the discretion of the discipline faculty.
- 12.2 A student requesting credit for prior learning through assessment of a student-created portfolio shall adhere to the following procedures and meet the general eligibility criteria in section 2.0 and the following.
 - 12.2.1 The student must submit a petition for evaluation of the student portfolio to the discipline department chair or faculty designee.

- 12.2.2 The student must provide the discipline department chair or faculty designee with the student-created portfolio that supports the petition.
- 12.2.3 The discipline faculty member shall evaluate the portfolio against course content and student learning outcomes of current courses in the College catalog.
- 12.2.4 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 Admission and Records Office for transcription of credit.

13.0 Petitioning for Course Credit through Credit by Exam

- 13.1 A student requesting credit for prior learning via credit by exam shall adhere to the following procedures and meet the general eligibility criteria in section 2.0.
 - 13.1.1 The determination to offer credit by examination rests solely on the discretion of the discipline faculty.
 - 13.1.2 A separate examination shall be conducted for each course for which credit is to be granted.
 - 13.1.3 A student must submit a petition to the discipline department chair or faculty designee for each course for which credit is sought.
 - 13.1.4 The examining faculty member shall determine the nature and content of the exam. (Cal. Code Regs., Tit. 5, § 55050 subd. (c)).
 - 13.1.5 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 Admission and Records Office for transcription of credit.
 - 13.1.6 A student may be charged a fee for credit by exam which shall not exceed the enrollment fee associated with the enrollment in the course for which the student seeks credit by examination. (Cal. Code Regs., Tit. 5, § 55050 subd. (i)).

14.0 Credit by Exam for High School Articulated Courses

Procedures for granting credit by exam through high school articulated courses shall be in accordance with R-7135.

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