

## HARTNELL COMMUNITY COLLEGE DISTRICT

### AP 4235 ~~Credit by Examination~~ **Credit for Prior Learning**

**Reference:** Education Code Section 79500; Title 5 Sections 55050 and 55052

~~Credit by Examination~~ **Credit for Prior Learning** may be obtained by one of the following methods:

- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog. Credit by examinations may be written, oral, and/or demonstrative/manipulative.
- **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 on an examination administered by other agencies approved by District.**
- **Evaluation of industry recognized credit documentation.**
- **Evaluation of student-created portfolios.**

### Determination of Eligibility to ~~Take the Examination~~ **for Credit for Prior Learning**

- The course is listed in the current college catalog.
- ~~The student must have completed a minimum of six semester units at Hartnell College.~~
- ~~The student must have a cumulative grade point average of 2.0 or better.~~
- The student must meet all course prerequisites.
- **In the case of Credit for Prior Learning, The student must pay all of the fees associated with a credit by examination before the examination will be administered.** The student will be charged the same per-unit fee for her/his residency status as for any other course. (Financial Aid programs do not cover the enrollment fees for credit by examination.)
- The student will not be permitted to petition for credit ~~by examination~~ for the course in which she/he was **previously enrolled or a course for which the student has already received credit for a more advanced course in the same subject. in the preceding semester.**
- ~~The student will not be permitted to petition for credit by examination for the course in which she/he was enrolled in the current semester after the No Grade of Record "NGR" period.~~
- **In the case of Credit for Prior Learning, only one credit for prior learning per course may be administered regardless of grade earned.**

### Administration:

- The student's academic record clearly indicates that the credit was earned **under Credit for Prior Learning.** ~~by examination.~~
- **Credit for Prior Learning** ~~acquired by examination~~ shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- **Credit for Prior Learning** ~~acquired by examination~~ **does NOT** count toward Selective Service deferment, veterans' or Social Security benefits, financial aid, or scholastic honors.

- Applications for Credit **for Prior Learning** by Examination are available in the Admissions and Records Office, and require the approval/signature of a full-time faculty member (if available) in that discipline, who will evaluate the request, ~~be administering the examination and the~~ Vice President of Academic Affairs.
- ~~Credit by examinations are only offered between the 1<sup>st</sup> and the 14<sup>th</sup> week for fall and spring semesters; and the 1<sup>st</sup> and 4<sup>th</sup> week for summer sessions.~~
- ~~In no case may credit be awarded for more than one course in a sequence of courses.~~
- An applicant for the Associate Degree program in nursing who uses a challenge procedure must challenge Nursing courses in sequential order and will receive an examination grade and number of units for each course.
- The College reserves the right to deny a Credit ~~by Examination~~ **for Prior Learning** to any specific course.

#### Procedures

1. Students can pick up the Credit ~~by Examination~~ **for Prior Learning** Petition in the Admissions and Records Office.
2. The student completes ~~and signs the top portion of the petition~~ **following the appropriate process.**

#### Advanced Placement (College Entrance Examination Board)

Submit official scores and a Request for Evaluation to the Admissions and Records Office. Refer to the Advanced Placement section in the catalog for information on specific course credit.

#### International Baccalaureate

Submit official scores and a Request for Evaluation to the Admissions and Records Office. Refer to the International Baccalaureate section in the catalog for information on specific course credit.

#### College Level Examination Program

Submit official scores and a Request for Evaluation to the Admissions and Records Office. Refer to the College Level Examination Program section in the catalog for information on specific course credit.

#### Credit for Military Service/Training

Credit for Prior Learning using Joint Service Transcripts will be based on recommendations by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college. 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

Credit for Prior Learning using industry recognized credential(s) shall be reviewed and recommended by the appropriate dean or designee. Admissions and Records shall record credit for industry recognized credential(s) that have been evaluated and approved by the appropriate dean or faculty as designated by the Vice President of Academic Affairs.

#### Student-Created Portfolio Assessment

Credit for Prior Learning using a student-created portfolio shall be reviewed and recommended by the appropriate dean or designee under the following circumstances:

- A portfolio assessment rubric for the course approved by faculty in the discipline is on file in the Office of the Vice President of Academic Affairs.
- The student meets with the dean or designee to receive further instructions for evaluation of student-created portfolio assessment.
- The student submits all portfolio documents to the dean or designee for evaluation of prior learning.

#### Credit for Prior Learning from within the District

The dean or faculty designee shall determine whether or not a student requesting Credit for Prior Learning 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 receive Credit for Prior Learning are encouraged to informally discuss the matter with the dean, faculty designee, or instructor prior to initiating the formal process. The District will award college course credit for successful completion of a District examination administered by the appropriate faculty in lieu of completion of a course listed in the college catalog.

3. If the dean or designee determine that the prior learning adequately ensures mastery of the course content as set forth in the course outline of record, the dean shall sign the petition with the recorded grade or P/NP. ~~Upon approval from the instructor, recommendation of the dean or designee, the student then submits the petition to the Vice President of Academic Affairs for final approval. All steps must be completed in the order listed on the Petition for Credit for Prior Learning, or the credit shall not be processed. The completed Petition for Credit for Prior Learning must be submitted to the Vice President of Academic Affairs prior to the end of the current semester or session in order to award credit during that session. The student then obtains the approval/signature of the full-time faculty member in the discipline who will be administering the examination.~~
4. Upon final approval, the Vice President of Academic Affairs or designee will forward the petition to the Scheduling Office within 5 working days.
  - ~~In lieu~~ *In cases of denying the petition, the Office of the Vice President of Academic Affairs will contact the student.*

5. Within 5 working days, the Scheduling Office will create a section and annotate the information on the petition and forward the original petition to the Admissions and Records Office.
6. The Admissions and Records Office will enroll the student in the designated section, and mail the student a copy of the processed petition as well as a copy of the registration receipt showing the appropriate fee owed.
7. Upon receiving the registration receipt, the student will pay appropriate fees for the course to the Cashier's Office. ~~and make arrangements with the instructor to complete the exam within 2 weeks of receipt of the approved petition. Fees must be paid in full before the examination can be administered.~~ **The student will provide proof of payment to Admissions and Records in order to record the credit on the transcript.**
8. **If the student is petitioning for credit by exam, the student will make arrangements with the instructor to complete the exam within 2 weeks of receipt of the approved petition. Fees must be paid in full before the examination can be administered.** ~~the Admissions and Records Office will also send the original petition to the instructor of record so that the instructor knows that the examination may be administered within 2 weeks.~~
9. **The Admissions and Records Office will also send the original petition to the instructor of record so that the instructor knows that the examination may be administered within 2 weeks.**
10. After completion of the examination, the instructor will submit the student's final grade on PAWS and complete the Examination Certification portion of the petition and return it to the Vice President of Academic Affairs with the original exam for their signature.
11. The Vice President of Academic Affairs will then forward the signed petition back to Admissions and Records for their records.

See Board Policy BP 4235

Approved by Superintendent/President: October 9, 2012, Rev: \_\_\_\_\_

**HARTNELL COMMUNITY COLLEGE DISTRICT  
BOARD POLICY AND PROCEDURE  
ROUTING/TRACKING FORM**

Review and consideration to approve by the various governance groups is requested Yes  No  Courtesy Review

Policy/Procedure # \_\_\_\_\_ Policy/Procedure Name \_\_\_\_\_

New  Revised  Replaces existing policy/procedure: \_\_\_\_\_

New policy/procedure or revisions initiated/proposed by: \_\_\_\_\_

Reason for new policy/procedure or revisions: \_\_\_\_\_

Reviewing Group	Date Out	Forward by
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**Routed to**

Academic Senate President \_\_\_\_\_

HCFA President \_\_\_\_\_

CSEA President \_\_\_\_\_

L-39 Chief Steward \_\_\_\_\_

**Hartnell College Faculty Association**

Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

**Academic Senate**

Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

**CSEA**

Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

**L-39**

Date of Action: \_\_\_\_\_

Recommend approval  Recommend approval with changes  Do not recommend approval

Comments:

\_\_\_\_\_ **Council** Date of Action: \_\_\_\_\_

Recommend approval       Recommend approval with changes       Do not recommend approval

Comments:

\_\_\_\_\_ **Council** Date of Action: \_\_\_\_\_

Recommend approval       Recommend approval with changes       Do not recommend approval

Comments:

\_\_\_\_\_ **Council** Date of Action: \_\_\_\_\_

Recommend approval       Recommend approval with changes       Do not recommend approval

Comments:

**Superintendent/President  
Executive Cabinet** Date of Action: \_\_\_\_\_

Recommend approval       Recommend approval with changes       Do not recommend approval

Comments:

First Reading      Second Reading

**Board of Trustees** \_\_\_\_\_

Approved       Approved with changes       Not approved

Comments:

**ANTICIPATED TIMELINE**  
Board of Trustees first reading to occur on \_\_\_\_\_  
Board of Trustees consideration to occur on \_\_\_\_\_

Additional Comments: