



Policy

4235 Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the Yosemite Community College District (YCCD) for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, Joint Services Transcripts, student-created portfolios, industry-recognized credential documentation, and credit by examination.

The YCCD or its designee shall consult with the Academic Senate and rely primarily on the recommendations of the Faculty Senate to establish curricular processes to implement this Board Policy.

References:

Title 5 Sections [55050](#)

Adopted: June 28, 2004

Revision Adopted: ~~February 11, 2009, April 11, 2018,~~ December 11, 2020

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Administrative Procedure

4235 Credit for Prior Learning

I. Mechanisms for Credit for Prior Learning

The YCCD Credit for Prior Learning process will allow a student to demonstrate competence in and earn credit for a YCCD course or curricular requirement through the following mechanisms:

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

Satisfactory minimum scores for standardized, external examinations, including AP, IB, and CLEP, should conform to the thresholds established by the current [California State University Systemwide Credit for External Examinations](#) guidelines. Determining how to apply credit from such exams towards local degree requirements occurs at the college-level.

- Satisfactory evaluation of Joint Service Transcripts (JST).
- Satisfactory completion of an examination administered by other agencies approved by the District.
- Approval of industry-recognized credential documentation in accordance with standards set by the department.
- Approval of a student-created portfolio in accordance with a rubric for the course or courses developed by the department.
- 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.

II. Eligibility for Credit for Prior Learning

- The student must have a current application on file and be in good standing in the District. A student is in good standing when the cumulative college grade point average is 2.0, or better, and the student has completed fewer than 50% of the overall units attempted with grades of “W,” “I,” “NP,” and “NC.”
- Current students must have an education plan on file.
- Credit will only be granted for a course currently offered at Modesto Junior College or Columbia College as evidenced by the current college catalog.

III. Limitations on Credit for Prior Learning

- The student is not currently in the course sought for Credit for Prior Learning.
- The student is not currently enrolled in nor had received credit for a more advanced course in the same subject.
- Credits acquired by examination cannot be not used to satisfy unit load requirements for the Selective Service deferment, Veterans, or Social Security benefits.

- Credits acquired by examination cannot be used to satisfy the 12 semester hours of credit in residence required for an Associate degree.

IV. Transferability of Credit Earned through Credit for Prior Learning

Students planning to transfer are advised that Credit granted for Prior Learning will also be subject to evaluation by the transfer institution. The District cannot guarantee that credit granted by the District for prior learning will also be granted by the transfer institution. Transfer of credit is ultimately determined by the transfer institution.

V. Grading Policy for Prior Learning Assessment

- Grading shall be according to the regular grading system in accordance with YCCD Board Policy 4230: Grading and Academic Record Symbols.
- Courses shall be graded using the grading system established by Title 5 and the grading system shall be published in the respective college catalog and made available to students.
- Students shall be offered a “Pass/No Pass” option 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. Any change of grade shall follow Board Policy 4231: Grade Changes.

VI. 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.

VII. Advanced Placement (AP)

YCCD Board Policy 4236: Advanced Placement (AP) Credit will govern the awarding of AP credit.

VIII. International Baccalaureate (IB)

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 examination under the following circumstances:

- Official IB transcripts are on file.
- The student achieved a minimum acceptable score on the IB examination as recommended by the District’s IB equivalency guide.

IX. College Level Examination Program (CLEP)

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 under the following circumstances:

- Official CLEP transcripts are on file.

- The student achieved a minimum acceptable score on the CLEP examination as recommended by the District's CLEP Equivalency Guide.

X. 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.
- Official transcripts are on file:
 - 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)
 - DANTE/USAFI
 - Defense Language Institute Foreign Language Transcripts (DLIFLC)
 - Defense Manpower Data Center (DMDC)
 - DLPT Examinee Results
 - DA Form 330 Language Proficiency Questionnaire
 - Verified copies of DD214 or DD295 military records
- Credit course equivalency shall be determined by the appropriate program faculty designee.

XI. Industry-Recognized Credentials

Students interested in using industry-recognized credential(s) to earn Credit for Prior Learning shall receive credit as recommended by the appropriate program faculty designee in accordance with the following procedure:

- The student shall complete the Credit for Prior Learning assessment petition.
- Enrollment Services/Admissions & Records shall notate credit for industry-recognized credential(s) that have already been evaluated and approved by the appropriate program faculty designee.
- If an industry-recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
 - The student will meet with the appropriate program faculty designee to receive further instructions for assessment of the industry-recognized credential(s).
 - The student submits all industry-recognized credential documents to the appropriate program faculty designee for assessment of prior learning.
 - Should the appropriate program 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 Enrollment Services/Admissions & Records to be kept on file and recorded on the student transcript.

XII. Student-Created Portfolio Assessment

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2 Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as
3 recommended by the appropriate program faculty designee in accordance with the following procedure:
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- 5 • The student shall complete the Credit for Prior Learning assessment petition.
- 6 • A department-approved portfolio assessment rubric will be on file for the course.
- 7 • The student will meet with the appropriate program faculty designee to receive further
8 instructions for student-created portfolio assessment.
- 9 • The student will submit all portfolio documents to the appropriate program faculty designee.
- 10 • If the appropriate program faculty designee determines the student-created portfolio adequately
11 evidences mastery of the course content as set forth in the Course Outline of Record, the
12 appropriate faculty shall sign the petition with the appropriate grade and forward it to Enrollment
13 Services/Admissions & Records to be kept on file and recorded on the student transcript.

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15 XIII. Credit by Examination from Within the District
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17 The appropriate program faculty designee shall determine whether or not a student requesting Credit by
18 Examination is sufficiently well prepared to warrant being given this opportunity. This determination is
19 based upon a review of previous course work and/or experience. Students wishing to take a course
20 through Credit by Examination are encouraged to informally discuss the matter with the appropriate
21 program faculty designee and course instructor prior to initiating the formal process. All steps must be
22 completed in the order listed or the Petition for Credit by Examination shall not be processed. The Petition
23 for Credit by Examination must be completed prior to the end of the current semester or session. The
24 District will award college course credit for successful completion of a District examination administered
25 by the appropriate departmental faculty under the following circumstances:
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- 27 • Credit by satisfactory completion of an examination administered by the District in lieu of
28 completion of a course listed in the current Modesto Junior College or Columbia College Catalogs.

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30 XIV. The District Credit by Examination Process
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32 Students may demonstrate that they have met the mastery of the course content as set forth in the Course
33 Outline of Record of a District course through learning in the work place, foreign language proficiency, or
34 some other process outside the conventional academic setting by receiving a passing grade on an
35 examination administered by the appropriate instructional department/program. Credit by Examination
36 may require demonstration of other skills, or the completion of assignments in addition to a formal
37 examination.
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39 Upon completion of an education plan, students interested in Credit for Prior Learning using the Credit by
40 Examination process shall receive credit as recommended by the appropriate program faculty designee
41 under the following circumstances:
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43 Credit by Examination Procedures

- 44 • The student shall complete the Credit for Prior Learning assessment petition.
- 45 • The student shall meet with the appropriate program faculty designee for further instructions for
46 Credit by Examination.
- 47 • Should the program faculty designee determine that the Credit by Examination assessment
48 evidences the student’s mastery of the course content as set forth in the Course Outline of

1 Record, the appropriate faculty shall sign the petition with the recorded grade and forward to
2 Enrollment Services/Admissions & Records to be kept on file and recorded on the student
3 transcript.

- 4 • The department/program must keep the student's completed exam materials on file for three
5 years.

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7 XV. Student Fees for Credit for Prior Learning

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9 Students will not be charged for the receipt of Credit for Prior Learning, except when prior learning is
10 assessed through the colleges' Credit by Examination processes. Fees for credit awarded through Credit
11 by Examination shall not exceed per-unit current tuition rates for in-state, out-of-state, or international
12 students.

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14 **References:**

15 Education Code Sections [66025.71](#), [66700](#), [70901](#), [70902](#), and [79500](#); Title 5 Sections [55002](#), [55021](#),
16 [55023](#), [55025](#), [55050](#) and [55052](#)

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