

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.18 (BP 4235)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.18 Credit for Prior Learning
Revision Date: 6/10; Reviewed 1/18; Revised XX
Policy Reference: Title 5 Sections: 55050; 55021; 55023; 55025
CA Education Code Sections: 66025.71; 78212

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Deleted: Credit by

Deleted: Examination

Deleted: The Board shall adopt and publish procedures pertaining to credit by examination in accordance with the provisions of Title 5, Section 55050.¶

¶ The Board may grant credit to any student who satisfactorily passes an examination approved or conducted by appropriate authorities of the College. Such credit may be granted only to a student who is registered at the College and in good standing and only for a course listed in the College Catalog.¶

¶ Faculty will determine which courses are eligible for credit by examination. The list of such courses will be maintained by District administration and be made available across the District.¶

¶ The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the course outline of record. The faculty may accept an examination conducted at a location other than the College for this purpose.¶

¶ A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted.¶

¶ A student may challenge a course for credit by examination only one time.¶

¶ The student's academic record shall be clearly annotated to reflect that credit was earned by examination.¶

¶ Grading shall be according to the regular grading system. Students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.¶

¶ A maximum of 12 units toward an Associate degree or 6 units toward a certificate may be earned by courses for which credit has been earned by examination.¶

¶ Units for which credit is given shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.¶

¶ The District may charge a student a fee for administering an examination provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

The Board shall adopt and publish procedures pertaining to credit for prior in accordance with the provisions of Title V, Section 55050.

1. The governing board may grant credit to any student who satisfactorily passes an assessment approved or conducted by proper authorities of the College. For purposes of this section, "assessment" means the process that faculty undertake with a student to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record. "Sufficient mastery" means having attained a level of knowledge, skill, and information equivalent to that demonstrated generally by students who receive the minimum passing grade in the course.
2. The nature and content of the assessment shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Title V Section 55002. The faculty shall determine that the assessment adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an assessment conducted at a location other than the College for this purpose.
3. Credit may be awarded for prior experience or prior learning only for individually identified courses with subject matter similar to that of the individual's prior learning, and only for a course listed in the catalog of the community college. Colleges shall consider the credit recommendations of the American Council on Education pursuant to Education Code Section 66025.71. Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to California Intersegmental General Education Transfer Curriculum (IGETC), California State University (CSU) General Education (GE) Breadth, and local College general education requirements or requirements for a student's chosen program. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.
4. Credit by Examination: The determination to offer credit by examination rests solely on the discretion of the discipline faculty. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be granted only to a student who is registered at one of the Colleges of the District, and in good standing, and only for a course listed in the catalog of the College.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.
6. Grading shall be according to the regular grading system approved by the governing board pursuant to Title V Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
7. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.

8. The District may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.
9. The policies and procedures adopted by the governing board of a community college district pursuant to this section shall require that a student, upon completion of their educational plan pursuant to California Education Code Section 78212, 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.
10. The policies for assessments adopted by the governing board of the District shall offer students an opportunity to accept, decline, or appeal decisions related to the award of credit, and in cases of credit by exam, pursuant to Title V Sections 55021 and 55025.
11. The governing board of the District shall review the credit for prior learning policy every three years and report findings to the state Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including the number of students who received credit for prior learning, the number of credits awarded per student, retention and persistence rates of students earning credit for prior learning, completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and qualitative assessments by students of the policies and procedures.