

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 4  
Academic Affairs

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## **AR 4235 Credit for Prior Learning**

### **Reference(s):**

Education Code Section 66025.71, 66700, 70901, Sections 70901 and 70902  
Title 5 Section 55002, 55023, 55021, 55025, 55052

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

- 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 of an examination administered by other agencies approved by the District,
- Evaluation of industry recognized credential documentation,
- Evaluation of student-created portfolios, and/or
- 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.

### **Determination of Eligibility for Credit for Prior Learning**

- The student must be in good standing in the District.
- The student must have previously earned credit or noncredit from the District or be currently registered in the District.
- Current students must have an education plan on file.
- The course is listed in either the current Santa Ana College or Santiago Canyon 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 a sequence in the same subject (may be waived by department).

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

#### Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Regulation (AR) 4230 Grading and Academic Record Symbols.
- Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Regulation (AR) 4232 Pass/No Pass Grading 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, and in cases of Credit by Examination, pursuant to AR 4230 Grading and Academic Record Symbols and AR 4231 Grade Changes.

#### 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.

#### **Advanced Placement Credit**

Students requesting Credit for Prior Learning using Advance Placement shall receive credit for completing a satisfactory score on a District approved Advance Placement (AP) examination under the following circumstances:

- Achievement of a score of 3, 4 or 5 on an Advanced Placement Examination administered by the College Board. Advanced Placement official score reports must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the AP examination as outlined by Santa Ana College or Santiago Canyon College Advanced Placement policies.

#### **International Baccalaureate**

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 (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the IB examination as outlined by Santa Ana College or Santiago Canyon College International Baccalaureate policies.

#### **College Level Examination Program**

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 (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as outlined by Santa Ana College or Santiago Canyon College College Level Examination Program policies.

#### **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 form

- available in the Counseling or Admissions and Records Office.
- 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**

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- Enrollment services shall grant credit for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or faculty designee.
- If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate faculty:
  - The student meets with the department chair or faculty designee to receive further instructions for industry recognized credential(s) assessment.
  - The student submits all industry recognized credential documents to the department chair or faculty designee for assessment of prior learning.
  - If the department chair or faculty designee determine the industry certification adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional aforementioned alternative assessment methods or sign the form with the recorded grade, attach the industry recognized credential(s), and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

### **Student-Created Portfolio Assessment**

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student shall complete the Credit for Prior Learning assessment form available in the Counseling or Admissions and Records Office.
- The student meets with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- If the department chair or faculty designee determine the student-created portfolio adequately measures mastery of parts or all of the course content as set forth in the Course Outline of Record, the appropriate faculty may recommend additional

mentioned alternative assessment methods or sign the form with the appropriate grade and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

### **Credit by Examination (CBE) from Within the District**

The District will award college course credit for successful completion of a District examination administered by the appropriate departmental faculty under the following circumstances:

- Achievement of a grade that qualifies for CBE through completion of articulated high school or adult education courses. Students who wish to earn course credit through CBE through using completion of articulated high school or adult education courses must complete the required petition at either Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways) and be currently enrolled in at least one credit class at the time of petition.
- Credit by satisfactory completion of an examination administered by the department involved in lieu of completion of a course listed in the Santa Ana College or Santiago Canyon College Catalog.
  - The Department chair or faculty designee shall determine whether or not a student requesting CBE 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 earn course credit through CBE are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. All steps must be completed in the order listed or the form for Credit by Examination shall not be processed. The form for CBE must be completed prior to the end of the current semester or session.

### **The District Credit by Examination (CBE) Process:**

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of CBE may require the demonstration of other skills or the completion of assignments in addition to an examination.

Students interested in Credit for Prior Learning using CBE shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

### **The Credit by Examination (CBE) Procedures**

- Student shall complete the Credit for Prior Learning assessment form along with any documentation of prior learning. The required form shall be available in the Counseling or Admissions and Records Office.
- Student meets with the department chair or faculty designee for further instructions for CBE. The dean and department chair or faculty designee will determine whether

a departmental or a standardized examination is to be administered and when and where it shall be.

- If the department chair or faculty designee determine the CBE assessment measures mastery of all of the course content as set forth in the Course Outline of Record (COR), the appropriate faculty member shall sign the form with the recorded grade and forward appropriate forms and documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript. If a faculty member determines that the assessment measures mastery of only parts of the COR, the faculty member may recommend additional aforementioned alternative assessment methods. Completed exam materials must remain on file with the department/program for three years.

### **High School or Adult Education to College Articulation - Credit by Examination (CBE) Procedures**

- Students shall complete the appropriate petition at Santa Ana College or Santiago Canyon College (High School/ROP Completion of Articulation Course/Career Transitions Articulated Pathways). The petition shall be forwarded to the appropriate Division/Department for approval.
- In order for a student to receive CBE, the student must apply online to one of the colleges in RSCCD and register in at least one college credit class at the time of the petition. Timeline for credit to be claimed by the student is based on the existence of a signed articulation agreement for the year the student took the course. A recency requirement may be applicable based on industry standards.
- A letter grade will be assigned, and the course will be identified as CBE on the transcript in accordance with the official final grade received for the full term of the course being petitioned for college credit. Once assigned, a grade is not reversible. The letter grade will be posted on the transcript in the semester the petition was approved.
- Students who are unsuccessful in obtaining a grade of B or better for the full term of the course will not be allowed to petition for credit and no record of the attempt for CBE will appear on a student's transcript.
- The enrollment fee for CBE will not be charged for credit awarded under this provision.

Responsible Manager: Office of Academic Affairs

**Adopted: September 17, 2018**  
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