



MONTEREY PENINSULA  
COLLEGE

ADMINISTRATIVE PROCEDURES

**Chapter 4 Academic Affairs**

**4235**

**AP 4235 Credit for Prior Learning**

Credit for Prior Learning (CPL) may be obtained by one of the following methods:

- Advanced Placement (AP) Examination,
- International Baccalaureate (IB) Examination,
- College-Level Examination Program (CLEP) Examination,
- Credit by Examination (CBE).
- Military Service/Training,
- Student-Created Portfolio Assessment,
- Industry Recognized Credentials.

CPL may be awarded if:

- The course is listed in the current college catalog, and
- The student's prior learning consists of subject matter equivalent to the course material as documented in the course outline of record.

The current college catalog will list courses that are approved for each of the CPL methods listed above. Award of credit should be made to a general education (GE) or program requirement where possible, but may be made to an elective for students who do not require additional GE or program credits to meet their goals.

**Determination of Eligibility to Receive CPL**

Students will be made aware of CPL opportunities through meetings with counselors, the college catalog, or periodic campus announcements. Specifically, a student shall be made aware of CPL opportunities upon filing their educational plan pursuant to Education Code Section 78212. To be eligible for CPL, the student:

- Is currently registered or has previously earned credit or noncredit from MPC, and
- Is not currently enrolled in the course requested for CPL.
- Must be in good standing to be eligible for credit by exam.

Students requesting CPL through credit by exam, military service/training, student-created portfolio, or industry recognized credentials shall be referred to the appropriate department chair or discipline faculty member for assessment. Students may accept, decline or appeal decisions related to the award of credit pursuant to Title 5 Sections 55021 and 55025.



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### **CPL Limitations and Transcription**

- Credits awarded for prior learning are not applicable to meeting unit load requirements such as Selective Service deferment, Veteran's or Social Security benefits.
- Credits acquired through credit for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for Associate degrees.
- A maximum of 30 units may be earned through CPL.
- Units and grades earned through CPL will be recorded on the student's permanent academic record.
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

### **CPL Grading Policy**

- Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols,
- Students may be offered a "Pass/No Pass" option, in accordance with AP 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 AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes.

### **Credit by Advanced Placement (AP) Examination**

See AP 4236 Advanced Placement Credit.

### **Credit by International Baccalaureate (IB) Examination**

Students requesting CPL using IB shall receive credit for completing a satisfactory score on a district approved high-level IB examination under the following circumstances:

- Official IB transcripts must be submitted to the Admissions and Records Office for review once the student has enrolled.
- The student achieved a minimum acceptable score on the IB examination as indicated in the International Baccalaureate Examination score table in the college catalog.

IB examinations may also be used to meet prerequisites for other courses.



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### **Credit by College-Level Examination Program (CLEP) Examination**

Students requesting CPL using CLEP examination results shall receive credit for completing a satisfactory score on a district-approved CLEP under the following circumstances:

- Students must request that the College Board send official CLEP examination results to the Admissions and Records Office.
- Only official, sealed copies will be accepted.
- The student achieved a minimum acceptable score on the CLEP examination as indicated in the CLEP score table in the college catalog.

CLEP credit can be used to meet CSU GE and AA/AS GE and/or major requirements. CLEP does not apply to IGETC and is not accepted by the University of California.

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

The purpose of Credit by Examination (CBE) is to provide students who have previously acquired knowledge and/or skills the opportunity to receive college credit for these achievements through an appropriate examination.

MPC discipline faculty will determine if the option for CBE shall be available by indicating approval in the official course outline of record. A list of courses approved for CBE will be published in the college catalog.

To be eligible for CBE, the student:

- Is registered in the current term and in good standing,
- Has completed at least six units at MPC,
- Has never received a letter grade or is not currently enrolled in the course.
- Has not withdrawn from the course more than once.
- Has not received credit for a more advanced course in the same subject.

Students wishing to take a course through CBE are encouraged to informally discuss the matter with the department chair or discipline faculty member prior to initiating the formal process.

Students may earn CPE by completing the following steps:

- Complete the request form available from the Admissions & Records Office,
- Meet with the department chair or discipline faculty member for further instructions



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If the department chair or discipline faculty member determines that the CBE assessment measures mastery of the course content as set forth in the course outline of record, the discipline faculty shall sign the request form with the recorded grade and forward it to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

### **Credit for Military Service/Training**

Students interested in CPL using Joint Service Transcripts (JST) 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 request form available from the Admissions & Records office,
- Official transcripts must be on file in the Admissions & 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),
  - Defense Activity for Non-Traditional Education Support (DANTES),
  - United States Armed Forces Institute (USAFI),
  - Defense Language Institute Foreign Language Transcripts (DLIFLC),
  - Defense Manpower Data Center (DMDC),
  - Defense Language Proficiency Test (DLPT) Examinee Results,
  - Language Proficiency Questionnaire (DA Form 330),
  - Verified copy of Certificate of Release or Discharge from Active Duty (DD214),
  - Verified copy of Evaluation of Learning Experiences During Military Services (DD295).
- The [ACE Military Guide](#) will be consulted to determine if a veteran's military training is a candidate for other MPC course equivalencies. If candidates for course equivalencies exist, a counselor shall review the recommendation and, if appropriate, refer the student to the academic department chair or discipline faculty member.
- Course equivalency shall be determined by the department chair or discipline faculty member.

If the department chair or discipline faculty member determine the military training adequately measures mastery of the course content as set forth in the course outline of record, the discipline faculty shall sign the request form with the recorded grade, attach the military

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transcript(s), and forward the completed form and supporting documents to the Admissions and Records Office to be filed and recorded on the student transcript.

### **Credit for Industry Recognized Credentials**

Students requesting CPL for industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or discipline faculty member:

- The student shall complete the request form available from the Admissions & Records office,
- Credit may be granted for industry recognized credential(s) that have already been evaluated and approved by the appropriate department chair or discipline faculty member. Currency requirements for industry credentials will be determined by discipline faculty and noted in the approved course outline of record.
- If an industry recognized credential(s) has not yet been evaluated and approved, the student shall submit all industry recognized credential documents to the department chair or discipline faculty member for assessment.

If the department chair or discipline faculty member determine the industry certification adequately measures mastery of the course content as set forth in the course outline of record, the discipline faculty shall sign the request form with the recorded grade, attach the industry recognized credential(s), and forward the completed form and supporting documents to the Admissions and Records Office to be filed and recorded on the student transcript.

California Department of Corrections and Rehabilitation CTE program credentials will also be eligible for credit for industry recognized credentials.

### **Credit by Student-Created Portfolio Assessment**

A department approved portfolio assessment rubric for the course will be filed in the official course outline. Students may earn CPL using a student-created portfolio by completing the following steps:

- Complete the request form available from the Admissions & Records office,
- Meet with the department chair or discipline faculty member to receive further instructions for student-created portfolio assessment,
- Submit all relevant portfolio documents, art samples, or design samples to the department chair or discipline faculty member for assessment of prior learning.
- Additional skills tests or support materials may be required to augment the portfolio assessment.



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If the department chair or discipline faculty member determine the student-created portfolio and support materials adequately measures mastery of the course content as set forth in the course outline of record, the faculty member shall sign the request form with the appropriate grade and forward it to the Admissions & Records office to be kept on file and recorded on the student transcript.

See Board Policy BP 4235 - Credit for Prior Learning

See also Administrative Procedure 4230 - Grading and Academic Record Symbols, Administrative Procedure 4231 - Grade Changes, Administrative Procedure 4232 - Pass/No Pass Grading Option, and Administrative Procedure 4236 - Advanced Placement Credit

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

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