

*Note: This AP will also replace the current AP 4236 Credit for Advance Placement and International Baccalaureate Credit and AP 4237 Credit for Military Service*

The purpose of Credit for Prior Learning is to allow a student to gain credit for a specific course by demonstrating mastery of the course content, objectives, and outcomes. Credit for Prior Learning may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board or a score of 4 or 5 or higher on an International Baccalaureate HL examination. Faculty in the discipline will determine the tests and scores applicable for local degree credit. The tests and scores will be published in the college catalog.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

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 El Camino College course catalog. Students may be awarded elective credit for prior learning if they do not require additional general education or program credits to meet their goals.

### **Determination of Eligibility to Receive Credit by Examination**

1. A student must have completed 12 semester units at El Camino College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at El Camino College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed. Students shall be exempt from the residency requirement if the course is articulated with a high school/adult school or Regional Occupational Program Career and Technical Education (CTE) pathway provided that they are registered at the college.
2. Students shall only be allowed to petition to receive credit by examination one time per course. Students may not petition for credit examination for a course in which they have previously enrolled and received a grade, unless statutorily required.
3. Students may not petition for credit by examination for a course in which they have been enrolled after the first two weeks of a semester, except under special circumstances as determined by the dean and faculty who normally teach the course.

4. Students must petition for credit by examination no later than the middle of the term except under special circumstances as determined by the dean and faculty who normally teach the course.

5. Only those courses listed in the catalog and approved for credit by examination at the time of the petition shall be available to students for such credit.

6. Credit is not available for any course that is lower in a sequence than a course for which credit has already granted, except under special circumstances determined by the dean and faculty who normally teach the course.

7. The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Advanced Placement and International Baccalaureate credit are exempt from this 15 unit maximum.

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

### **Fee Requirements**

A processing fee will be charged to petition for credit by examination. The amount of the fee will be established by the Admissions Office and paid at the cashier's office. The amount of the fee cannot exceed the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. Fee waivers do not apply to credit by exam. Students involved in high school or occupational center articulated programs will be exempt from paying this fee.

### **Procedure for Earning Credit by Examination**

Students shall complete a petition for credit by examination and submit it to the Admissions Office along with satisfactory evidence of knowledge, skills or experience. Upon request, students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether or not to petition and attempt credit by examination.

The Admissions Office shall forward petitions, with supporting documentation, to the respective dean of the academic division concerned. The dean, in consultation with faculty who normally teach the course, shall determine the eligibility of the student for such an examination. Approved petitions must demonstrate that the knowledge, skills, and/or experiences gained outside the regular college curriculum are compatible with the course content, objectives, and outcomes for which credit is requested.

If the petition is approved, 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, objectives, and outcomes as set forth in the outline of record.

Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the course outline of record, may be established by written examination, portfolio, skills

demonstration or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at El Camino College. The academic division shall notify the student of the examination arrangements.

Grading shall be according to the regular grading system used by the college, including a “pass-no pass” option if that option is ordinarily available for the course.

If credit is granted and all eligibility requirements have been met, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination. The Admissions Office shall retain a copy of the petition and notify the student of the results.

### **Specific Procedures for AP/IB Exams**

Faculty in the appropriate discipline must approve AP and IB examination scores deemed to constitute satisfactory performance, in lieu of courses offered by the college for which unit credit will be granted. Faculty in the appropriate discipline must also approve which specific College Curriculum Committee approved course requirements a particular AP or IB exam may fulfill.

For any AP or IB examination that the El Camino Community College District (ECCCD) does not offer a course similar in content, the ECCCD will award credit in the General Education area shown on the California Community College General Education AP or IB list. If there is no General Education area that fits the AP or IB Examination, the ECCCD may award elective credit.

In order to receive credit for AP or IB exams, the following conditions must be met:

1. The AP or IB exam must be approved by the College Curriculum Committee and published in the college catalog.
2. An official AP Score Report or official IB transcript must be submitted to the Admissions and Records Office.
3. AP or IB exam results may be used to determine a student’s eligibility in select courses for placement purposes.
4. Credit awarded through AP or IB exams may be used to satisfy ECC degree and certificate requirements, major requirements, IGETC, or CSU-GE breadth requirements, as approved by the Curriculum Committee.
5. An acceptable AP or IB score for IGETC or CSU GE may be used for certification purposes.
6. Course credit will not be granted where it duplicates previous college coursework.

7. AP or IB credit will not apply toward financial aid eligibility, nor can it be used to satisfy the 12-unit residency requirement for graduation.

8. No fees will be charged for the processing and posting of AP or IB credit.

Students who have both a qualifying AP test score (3 or above) and a qualifying IB certificate exam score (4 or 5 or above) in the same examination area, or who have completed a college level course for credit, will only have the first completion counted for credit. ECCCD shall post its Advanced Placement and International Baccalaureate Credit procedures on the El Camino College Website.

### **Specific Procedures for Credit for Military Service**

El Camino College grants credit for successful completion of United States Armed Forces courses as recommended by the American Council on Education in the *Guide to the Evaluation of Educational Experiences in the Armed Services*. Whenever possible, military credit will be used for the fulfillment of general education, major coursework, and other degree requirements.

The Nursing Program shall offer credit for military experience and course work according to the *California Registered Nurses Licensure Qualifications for Persons Serving in Medical Corps of Armed Services* established by the Board of Registered Nursing. The Nursing Program will comply with the requirements of California Senate Bill 466. Procedures for the military challenge for advanced placement into the Nursing Program shall be published in the college catalog and on the Nursing Program webpage.

Veterans may also petition to receive credit for prior learning for military courses, experiences, and training. College Level Examination Program (CLEP) credit will be accepted when it is included on the American Council on Education transcript. The experience of the veteran will be reviewed and any appropriate El Camino College credit granted. Specifics related to the process of granting credit for military service will be published in the college catalog and posted on the Admissions and Records Office webpage. Once El Camino College reviews and awards credit, it will become part of the veteran's permanent record. Credit for military service will be awarded after completion of one semester of attendance at El Camino College. Students should meet with a counselor to determine whether or not the units will transfer to a four-year institution.

### **Restrictions on Units Earned through Credit by Examination**

The maximum amount of credit by examination permissible shall not exceed 15 semester units, including not more than 50% of the credit required for the major subject field. Advanced Placement and International Baccalaureate credit are exempt from this 15 unit maximum. Units earned by examination are not to be considered part of the student's unit load. Credits acquired by examination are not applicable to meeting of such unit and requirements as Selective Service deferment and Veteran's or Social Security benefits and shall not be considered in verifying eligibility for athletics or student government.

### **Other Procedures Pertaining to Credit for Prior Learning**

Upon completion of an education plan, a student who 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 will be referred to the appropriate division/department for assessment of prior learning.

Once a decision has been made about awarding of credit for prior learning, the student will be notified about the decision and will have the opportunity to accept, decline, or appeal the awarding of credit.

Student records including transcripts will clearly indicate which credits were earned by assessment of prior learning.

### **References:**

Title 5 sections 55021, 55025, 55050, and 55052

Education Code Sections 66025.7, 78212, and 79500;

The ASCCC, "Awarding Credit Where Credit is Due," Spring 2014.

California Senate Bill 466.

American Council on Education, *Guide to the Evaluation of Educational Experiences in the Armed Services*.

California Community Colleges Chancellor's Office, *Awarding Community College Credit for Prior Military Experience*, March 2016.

El Camino College

Adopted: November 16, 2020