

Academic Affairs

AP 4235 CREDIT FOR PRIOR LEARNING

Reference:

Education Code Section; 66025.71, 70500

Title 5 Sections 55050 (Links to an external site) and 55052 (Links to an external site)

ACCJC Accreditation Standard II.A.10

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

- Credit from regionally accredited post-secondary institution
- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on an International Baccalaureate (IB) examination.
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Industry Recognized Credentials Assessment
- Student – Created Portfolio Assessment
- Evaluation of Foreign Coursework
- 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
- Internal Examination 2+2 CTE Transitions approved coursework

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the district
- The student must not be currently enrolled in the course
- The student must have previously earned credit or noncredit from the district or be currently registered in the district
- The course is listed in the current college catalog

Credits deemed as Credit for Prior Learning are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits. Credits for Prior Learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate's degree.

Credit from a regionally accredited post-secondary institution

- Lassen College recognizes college credit earned at any institution of higher education which is accredited by one of the regional accrediting associations of schools and colleges recognized by the US Department of Education and/or the Council for Higher Education Accreditation.
- An official transcript is required to use coursework for certificates or degrees
Students should contact their previous college and request that official transcripts be sent to LCC Admissions & Records Office. Transcripts may be submitted electronically directly from the other college, or mailed to Lassen Community College, Attn: Admissions & Records, P.O. Box 3000, Susanville, CA 96130.
- We strongly recommend completing this process prior to registering or with in the first term of enrollment to reduce duplication of coursework a request for coursework to be evaluated can be made by contacting the counseling office.
- Transfer coursework can be used to meet core course, general education, pre-requisite or co-requisites
- Quarter units will be converted to semester or semester to quarter, to benefits the students.

Advanced Placement Credit

- With a score of 3 or higher, credit can be granted to meet general education, graduation requirements, and/or advance placement in LCC's sequence of courses. Students should have test scores sent to the Counseling Office. Each transfer institution will determine the number of units awarded and courses satisfied according to individual campus policies.

International Baccalaureate (IB) Credit

- With a score of 5 or higher, credit can be granted to meet general education, graduation requirements, and/or advance placement in LCC's sequence of courses. Students should have test scores sent to the Counseling office. Each transfer institution will determine the number of units awarded and the courses satisfied according to individual campus policies.

College Level Examination Program (CLEP) Credit

- LCC may award general education credit towards associate degrees for successful performance on CLEP General Examinations. Upon submission of CLEP Examination Reports to the Counseling Office, units of credit may be awarded, provided a specific score for awarding credit is obtained (minimum score of 50). Credit awarded may be substituted for coursework applicable to degree and certificate requirements, and also may be used for transfer to four year colleges and universities, subject to limitations imposed by those institutions. UC do not award credit for CLEP.

Military Service Schools/Formal Military Service Schools

- College units may be allowed for the successful completion of college-level training in formal service schools as recommended in "The Guide to Evaluation of Educational Experience in the Armed Services", published by the American Council on Education (ACE). LCC will grant college credit if the person has served at least six months in active service. Active duty personnel should submit a copy of DD295 (Veterans submit DD214) to the Financial Aid Office and the Veteran's Counselor for evaluation.
- The District will award three (3) units towards General Education (Associate Degree Cat. 5 or CSU Cat. E), with proof of a student's official completion of Basic Training provided

through the United States Armed Forces on a DD-2586, or equivalent, for Service Members not currently discharged, or a DD-214 for Veterans.

Industry Recognized Credentials Assessment

- 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 Petition available in the Counseling or the 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 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 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 the Admissions and Records Office to be 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 with the Division Dean
 - The student shall complete the Credit for Prior Learning assessment petition 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 the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with the appropriate grade and forward it to the Admissions and Records Office to be recorded on the student transcript.
 - The student may enroll in a Portfolio Development course when requesting portfolio assessment for the first time.

Evaluation of Foreign Coursework

- Per AP 5012, Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the course credits toward an Associate degree at Lassen Community College.
- National Association of Credential Evaluation Services (NACES), evaluations must include if upper or lower division, how many semester unit the course is equivalent to, and letter grades
- No Foreign Course work can be used for core classes, CSU GE Breath or IGETC pattern, except for Language Other than English, can be used for meeting pre-requisites, LCC terminal degrees or certificates

Credit by Exam

- In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place 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 Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination. It is important to be aware that state and federal financial aid does not cover the fees of Credit by Exam.

How to Petition:

For any questions relating to the college's policy on credit by examination, see the Director of Enrollment Services. Students wishing to petition shall observe the following steps:

1. The student obtains the Credit by Exam form from the Admissions & Records Office.
2. The student is to complete the Credit by Exam form and submit it to the Director of Enrollment Services so that eligibility may be determined.
3. The student obtains counselor approval (academic review).
4. The student meets with the full-time instructor that will be the instructor of record of the course for which credit is sought. The instructor will determine whether credit by exam is an appropriate option for the course and will appraise the student's background for such an examination.
5. If the instructor agrees to allow credit by exam for the course being challenged, the instructor will sign the petition for those students having adequate background and will then arrange with the student a time, date and place for taking the examination. The instructor will decide the nature of the test (i.e. standardized, instructor's own test, or other option).
6. The student obtains final approval from Academic Services.

Recording of Results:

At the end of the semester the instructor will receive a grade report for the credit-by-exam course offered. The student's academic records shall be clearly annotated to reflect that credit was earned by examination. Grading shall be according to the regular grading system approved by the governing board pursuant to Title 5, Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. The student's academic records will also reflect unsuccessful credit by exam attempts with the grade D, F, or NP.

Credit by Exam – Internal Examinations: 2+2 Transitions Procedures

After completing an articulated 2+2 class with a grade of "B" or better, a high school student can qualify for college credit at Lassen Community College in the articulated course(s) by following these requirements at the college level:

- The student obtains and completes the Lassen College 2+2 forms from the Admissions & Records Office at Lassen Community College or their high school counselor.
- The student attaches a copy of the high school transcript to the Lassen College 2+2 form. The student must have earned a grade of "B" or better in the articulated 2+2 course.
- The student will submit the completed 2+2 form and high school transcripts to the counselor for signature.
- The student will submit the fully completed Lassen College 2+2 form to the Admissions & Records Office. The Admissions & Records Office will then apply the high school grade earned in the 2+2 articulated course to the student's permanent record.
- Credit will be identified on the students' transcript as "Credit by Exam."

Lassen Community College credit is only available up to five years after graduation. "Credit by Exam" is granted based on articulated course content and final exam or alternate assessments.

Academic Senate Approved 12/09/20