



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

Students may demonstrate proficiency in a course and receive college credit through the approved alternative methods for awarding credit listed below.

- Achievement of a score of 3 or higher on an Advanced Placement (AP) examination administered by the College Board.
- Achievement of a score at the 50<sup>th</sup> percentile or above on a College Level Examination Program (CLEP) examination administered by the College Board.
- Achievement of a score of 5 or above on a high level International Baccalaureate (IB) examination administered by the International Baccalaureate.
- Credit by satisfactory completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.
- Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.
- Credit for military service, training, and experience as recommended by the American Council on Education (ACE) Directory.

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. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

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

- The student must be currently registered at the college.
- The student must not be subject to academic probation or dismissal.
- The student has been advised that the alternative methods for awarding credit may or may not transfer to another institution.
- Credits awarded through the alternative methods do not apply toward residency requirements for graduation.
- Credits acquired are not applicable to meeting unit load requirements.
- The student's academic record will clearly indicate the credit was earned through the specific alternative method.
- No duplication of credit will be allowed for students who complete any courses equivalent to those covered by the examination.

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

## Advanced Placement

See Administrative Procedure 4236, Advanced Placement.

## College Level Examination Program

General education credit will be granted to students who successfully completed a College Level Examination Program (CLEP) examination with a score in the 50<sup>th</sup> percentile or above.

Credit may be granted under the following circumstances:

- The student has official CLEP examination score reports mailed from the College Board or submits them on official Joint Services Transcripts.
- The student achieved the minimum acceptable score on the CLEP examination as recommended by the California Community College General Education CLEP examination score equivalency list from the Academic Senate of the California Community Colleges.
- Grades and grade points will not be assigned to college credits earned through CLEP examinations.

## International Baccalaureate

The colleges of the District will grant credit for successfully completing high level International Baccalaureate (IB) examinations, where a score of 5, 6, or 7 has been earned. Standard level examinations are not granted credit.

Credit may be granted under the following circumstances:

- The student has official IB transcripts mailed from the International Baccalaureate.
- The student achieved the minimum acceptable score on the IB examination as recommended by the California Community College General Education IB score equivalency list.
- Grades and grade points will not be assigned to college credits earned through IB examinations.

## Credit by Institutional Examination

The colleges of the District will grant credit for successful completion of an institutional examination administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit may be granted under the following circumstances:

- Examinations may be given only by full time faculty who currently teach the course and who agree to perform the assessment. In the event the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to give the examination.

- If no faculty is available, the request for Credit by Institutional Examination will be denied.
- A separate examination shall be conducted for each course for which credit is to be granted.
- A maximum of 15 units may be earned through the institutional examination process.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- The student may not have previously taken the course and received a grade other than a "W".
- The student may not be enrolled in the course to be challenged.
- The student must initiate an official request with Student Services.
- The student must pay for the administration of the institutional examination equal to the per unit enrollment fee of the course for which they are seeking credit.
- The student completes the examination that faculty determines adequately measures mastery of the course content as set forth in the outline of record.
- A grade will be recorded in accordance with the official District grading policy.

### Credit by Portfolio Assessment

Credit by satisfactory completion of portfolio assessment administered by the college in lieu of completion of an active course listed in the current college catalog.

Credit may be granted under the following circumstances:

- Portfolio assessment may be performed by full time faculty who currently teach the course and who agree to perform the assessment. In the event that the course is being taught completely by adjunct faculty, the Vice President of Educational Services will identify which adjunct faculty agrees to perform the assessment.
- If no faculty is available, request for Credit by Portfolio Assessment may be denied; however, every effort will be made to provide portfolio assessment when requested.
- A separate portfolio assessment shall be conducted for each course for which credit is to be granted.
- The student may request portfolio assessment for a single course only once within the District.
- A maximum of 15 units may be earned through Credit by Portfolio Assessment.
- The student will meet with a counselor to request portfolio assessment.
- The student will enroll in Portfolio Development (IS051) when requesting portfolio assessment for the first time.
- The student will assemble a portfolio that articulates, documents, and verifies their college level learning, knowledge, or skills acquired through experience.
- The student will pay for the assessment of their portfolio.
- The faculty shall determine that portfolio assessment adequately measures mastery of the course content as set forth in the outline of record.

- If the faculty member determines that the college level learning demonstrated in the portfolio is equal to a grade of “C” or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit.
- Grades of “Pass” and “No Pass” will be assigned to credit earned through portfolio assessment.

### Credit for Military Service/Training

The colleges of the District will award college course credit for military service, training, and experience as recommended by the American Council on Education (ACE) Directory.

Credit may be granted under the following circumstances:

- The student must submit an official Joint Services Transcript (JST) for evaluation.
- The student must receive advising from Student Services regarding the awarding of military credit to achieve their academic goals.
- Military credits may count toward general education, major, areas of emphasis, certificate, and elective credits, and are applicable to an associate degree.
- A maximum of 27 semester units of elective degree credit may be awarded for those service schools that the ACE Directory recommends for specific lower division credit, but for which the colleges of the District do not offer a specific equivalent.
- In addition, any student who has completed more than one year of military service may be granted credit for Health Education 35 upon petition.
- Grades and grade points will not be assigned to college credits granted through military experience.

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