

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

Title: CREDIT FOR PRIOR LEARNING	Number: AP 6.30
Legal Authority: California Education Code Sections 50020.11, 50100, 70001, 70001.1 and 70002 Title 5, CCR 55052 Accreditation Standards II A, II C	

Students may receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement examination
- Achievement of a satisfactory score on a high level Placement Examination
- Achievement of a satisfactory score on a College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcript (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry-recognized certification or licensure
- Evaluation of student-created portfolios
- 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 to Petition for Prior Learning

- The student must be currently enrolled in CCSF
- The student must be in good standing with at least a 2.0 Cumulative GPA and cannot be on academic or progress probation
- All enrollment and or nonresident tuition fees must be paid in full and any holds on registration must be cleared prior to petitioning for Credit for Prior Learning.
- The student must meet the minimum requirements for the course as listed in the current CCSF catalog.
- The student must have completed the course or a higher-level course that is more advanced than that for which credit by examination is requested.
- The student must not have previously enrolled in and received an evaluative symbol (e.g., letter grade, W, P, or NP) for the course for which credit for prior learning is requested.
- The student must not have previously attempted the course and received a failing grade.

Limitations:

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Title: CREDIT FOR PRIOR LEARNING	Number: AD 600
Legal Authority: California Education Code, Sections 52011, 52010, 52011, 52011 and 52012 Title 5, California Code of Regulations, Section 55052	
Accreditation Standards: W.B.A.I.C.	

- Credit for prior learning is available for veterans or social science education residency requirements.
- Only one course in a direct series of courses may be awarded credit for Prior Learning, e.g., MATH 90, MATH 95, or MATH 110A or MATH 110B, not more than one of these courses. A student with the appropriate knowledge may receive credit for MATH 110B and receive five semester units for this course; however, the student must pass the assessments for all four courses above and be awarded 16 semester units of Credit for Prior Learning. (The Allied Health and Nursing Programs are exempted from this policy.)
- Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept Credit for Prior Learning.
- Process to petition Credits acquired by Prior Learning are not applicable to meet unit level requirements for graduation or other benefits.
- Units for which credit is given shall not be counted in determining the minimum 156 units for graduation from the District CCSE program.
- Credit by exam may not be available in all CEEC departments.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 600 Grading and Academic Demand.
- The student's grade in the course shall be clearly indicated to reflect credit earned by assessment of prior learning.

Credit by AP, CLEP and IB Examinations

Students who are eligible for credit by AP, CLEP, and IB examinations if they are in good standing, have not earned a grade point average below 2.00, and have not attempted the course. Credit for prior learning in the form of AP, CLEP, and IB credit for college programs is usually granted only to students who have completed college work prior to taking the examinations should consult the individual Departments for approval. (Students who plan to transfer to a four-year institution should contact the transfer institution regarding the acceptability of AP, CLEP, and IB credit or should consult a CCSE

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Title: CREDIT FOR PRIOR LEARNING	Number: AD 630
Legal Authority: California Education Code Sections 66025.71, 66700, 70901, 70904 and 70902 Title 5, California Code of Regulations, Sections 55000, 55023, 55021, 55050, 55051, 55052, 55053	
Accreditation: Standard II.A.II.C	

See the current College Catalog for specific details on AP, CLEP, and language subjects and scores.

Advanced Placement

CCSF will grant credit depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree only. Transfer students must consult with senior college advisors and universities to determine how AP credit will be awarded by the receiving institution.

College Level Examination Program

CCSF will grant general education credit toward graduation for some CLEP Examinations. Generally, students must pass the examination with a score of 50 or above (Paper and Pencil Testing) or a score of 50 on a computer-based test.

International Baccalaureate

CCSF will grant general education credit toward graduation for some International Baccalaureate Higher Level (HL) examinations. Students must pass the examination with a score of 7, 6, or 7 to earn CCSF of San Francisco credit.

Credit for Military Service/Training

Students interested in credit for learning using Joint Services Transcript (JST) 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 petition available in the Counseling or Office of Admission and Records
- Official transcripts must be on file in the Records Office. They include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Overseas Community Education Center (AARTEC), Community College of the Air Force (CCAF), (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLP, Examined Results DA Form

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Title: CREDIT FOR PRIOR LEARNING	Number: AD 6.20
Legal Authority: California Education Code Sections Title 5, California Code of Regulations 55052 Accreditation Standard I.A.1.C	002, 55023, 55052

330.004 of the California Board of Governors of the State Public Employees' Retirement System, DD214 or DD295 military records.

- Credit courses shall vary in all the following respects from the courses of the community college:

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credentials shall apply for credit as recommended by the appropriate department chair or faculty member.

- The student shall complete the Credit for Prior Learning assessment petition available through the CCSF website or in the Admissions and Records Office.
- Enrollment services shall grant credit for industry recognized credentials that have already been evaluated and approved by the appropriate department chair or faculty member.
- Industry recognized credentials shall be evaluated by the appropriate faculty:
 - The student meets with the department chair or faculty member to receive further instructions for industry recognized credential assessment.
 - The student submits all industry recognized credential documents to the department chair or faculty member.
 - If the department chair or faculty member determines that the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the department chair or faculty member shall sign the petition with the recorded grade, attach the industry recognized credential, and forward the completed petition and supporting documents to the Records Office to be kept on file and recorded on the student transcript.

Student-Created Portfolio

Students interested in credit for prior learning shall apply for credit as recommended by the appropriate department chair or faculty member under the following circumstances:

- A department approved portfolio assessment results in a grade of "C" or better.

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Title: CREDIT FOR PRIOR LEARNING	Number: 11.8.001 AP 6.30
Legal Authority: California Education Code Sections 66025.71, 66700, 73501, 73901 and 73902 Title 5, California Code of Regulations, Sections 55002, 55003, 55021, 55024, 55025, 55052, 55052 Accreditation Standard II.A. II.C	

- The student shall complete the petition through the CCSF website or in the Admissions and Records Office
- The student meets with the department chair for 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 determines that the student meets the course criteria 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 Office of Admissions and Records to be input on file and recorded on the student transcript

Credit by Examination

Upon completion of an education plan, students interested in Credit by Examination shall receive credit as recommended by the appropriate department chair or faculty designee.

Students may be eligible for credit by examination if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not completed the course. Permission to challenge a course by examination is granted to students who also challenge a course which may be taken for credit by examination will determine the type of examination to be used and the conditions of its administration in each department.

To request credit by examination, students shall complete the following steps:

- Contact department chair to inquire if credit by examination is available for the course and for further instructions.
- Complete Petition for Credit by Examination form.
- There is no cost for Credit for Prior Learning, except for the Credit by Exam assessment fee. Credit earned through the examination will be recorded on the student transcript.
- Take the examination given by the department chair or designee.

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