

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL

Title: CREDIT FOR PRIOR LEARNING

Number: AP 6.30

Legal Authority:

California Education Code Sections 66025.71, 66700, 70901, 70901 and 70902

Title 5, California Code of Regulations, Sections 55002, 55023, 55021, 55050, 55025, 55052, 55062

Accreditation Standard II.A. 11.C.

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through approved alternative methods for awarding credit for validated college-level skills and knowledge gained outside of a college classroom.

Alternate forms of awarding credit for learning and skills development outside of the classroom:

- Military training
- Industry training
- State/federal government training
- Apprenticeships, internships, work-based learning, or other industry-

- Achievement of a satisfactory score on a College Level Examination Program (CLEP)
- 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 for Credit 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 requirements for the individual course as specified in the current CCSF catalog
- The student must not have already completed nor currently be enrolled in a course 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/NP) for the course for which Credit for Prior Learning is requested.
- The student must not have previously attempted the course Credit for Prior Learning and failed.

Limitations:

- Credits awarded for Prior Learning are not applicable in meeting unit-load requirements for veterans or social security benefits; Selective Service deferment; scholastic honors; financial aid; or graduation 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 take the assessment for MATH 110B and receive five semester units for this course; however, the student cannot take 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.
- Credit by exam may not be available in all CCSF departments.

Prior Learning Assessment Grading Policy

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Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of 00214 or 00295 military records.

- Credit course equivalency shall be determined by the faculty of the appropriate discipline

Industry Recognized Credentials

Students interested in Credit for Prior Learning using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or discipline faculty:

- 1) Student meets with department chair or designated discipline faculty to submit the completed Petition for Credit for Prior Learning and all industry-recognized credential documents
- 2) If the department chair or designated discipline faculty determines that the industry recognized credentials adequately measure mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall sign the petition with a grade of "P" and forward it to the Office of Admissions and Records to be kept on file and 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:

- 1) A department approved portfolio assessment rubric for the course is on file
- 2) The student completes the Petition for Credit for Prior Learning and meets with the department chair or designated discipline faculty to receive further instructions for student-created portfolio assessment
- 3) The student submits all portfolio documents to the department chair or faculty designee for assessment of prior learning
- 4) If the department chair or discipline faculty determines that 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 a grade of "P" and forward it to the

Office of Admissions and Records to be kept on file and recorded on the student transcript

