

CREDIT FOR PRIOR LEARNING

AP No. 4235

Board Reviewed: 08/15/2007; 12/14/2011; 06/13/2012; 10/14/2020;
12/09/2020

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I. Introduction

A. The Rio Hondo Community College District shall grant appropriate semester unit credit to any student through any of the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of military service/training
- Achievement of a satisfactory score on an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- 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

B. Individual departments and/or specialty areas may elect to grant course credit to enable students who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material in accordance with policies and procedures approved by the curriculum committee have been previously attained.

II. Eligibility for credit for prior learning

A. To challenge a course and receive credit for prior learning:

- The student must be registered in the College and be in good standing.
- The course(s) must be listed in the College catalog.
- The student must have an education plan on file

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- The student must have previously earned credit or noncredit from the College or be currently enrolled in a class at the College
 - B. Students may be exempt from this if they are requesting to challenge and receive credit by assessment for a high school / Regional Occupational Program (ROP) and Career Technical Education (CTE) articulated pathway.
 - C. Students may not be enrolled in the course for which they may want to challenge and receive credit for prior learning; students may receive credit by completing courses in high school ROP, CTE, and articulated programs.
 - D. For Credit by Examination, the student cannot be currently enrolled in nor have received credit for a more advanced course in the same subject (may be waived by department).
 - E. Credits acquired using the methods in section I.B are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
 - F. Credits acquired using the methods in section I.B shall not be counted in determining the 12 semester hours of credit in residence required for a degree.
- III. Credit for prior learning grading policy
- A. Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 – Grading and Academic Record Symbols.
 - B. Students shall be offered a “Pass/No Pass” grading option, if that option is ordinarily available for the course.
 - C. Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, except in cases of Credit by Examination, pursuant to AP 4230 – Grading and Academic Record Symbols and AP 4231 – Grade Changes.
- IV. Limits on credit by examination
- A. Students shall be given course credit to a limit of twelve Rio Hondo College units upon the successful completion of assessment(s), which may be applied to an Associate degree. Once the student has completed an upper division course at Rio Hondo College, the student is eligible for an additional four units of course credit through credit by assessment. These courses shall not count as units in residence.
 - B. Upon completion of six upper division units at Rio Hondo College, students shall be given course credit to a limit of twelve upper division Rio Hondo College units upon the successful completion of assessment(s), which may be applied to a Bachelor’s degree. These courses shall not count as units in residence.
- V. Credit by external assessment

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- A. After completing twelve units in residence, a student will be awarded credit by external assessment with passing scores from the CLEP, IB, and AP assessments. Specific course credit and/or general education credit will be granted toward the Associate degree and/or transfer. Details on scores and how credit is applied can be found in the Rio Hondo College catalog.
- B. Official score reports from AP, IB, and CLEP must be on file with Admissions and Records.
- VI. Academic records
- A. The student's academic record must clearly indicate that the credit(s) have been earned by assessment of prior learning.
- VII. Credit for military service/training
- A. Students interested in Credit for Prior Learning using Joint Services Transcripts (JST) shall receive credit 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 petition
 - Official transcripts must be on file with Admissions and Records. These may include JST, DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 – Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records.
 - Credit course equivalency shall be determined by the faculty of the appropriate discipline.
- VIII. Industry recognized credential(s)
- A. Students interested in credit for prior learning using industry recognized credential(s) shall receive credit as recommended by the appropriate discipline faculty of the College under the following circumstances:
- The student shall complete the Credit for Prior Learning petition
 - Admissions and Records shall grant credit for industry recognized credential(s) that have been evaluated and approved by the appropriate discipline faculty
 - If an industry recognized credential(s) has not yet been evaluated and approved by the appropriate discipline faculty

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- The student meets with the discipline faculty member to receive further instructions for how the industry recognized credential(s) will be assessed
- The student submits all industry recognized credential(s) documents to the discipline faculty member for assessment of prior learning
- If the discipline faculty member determines that the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the discipline faculty shall sign the petition with the recorded grade, attach the industry recognized credential(s), and forward the completed petition and supporting documents to Admissions and Records to be kept on file and recorded on the student transcript.

IX. Student-created portfolio assessment

- A. Students interested in credit for prior learning using a student-created portfolio shall receive credit as recommended by the discipline faculty under the following circumstances:
- A department-approved portfolio assessment rubric for the course is on file
 - The student shall complete the Credit for Prior Learning assessment petition
 - The student meets with the discipline faculty member to receive further instructions for student-created portfolio assessment
 - The student submits all portfolio documents to the discipline faculty member for assessment of prior learning
 - If the discipline faculty member 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 the appropriate grade and forward it to Admissions and Records to be kept on file and recorded on the student transcript.

X. Sources/references

- A. Education Code Section 79500
- B. Title 5 Sections 55050 and 55052