

Glendale Community College District

4235

Administrative Regulation

CREDIT FOR PRIOR LEARNING

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

- Achievement of a satisfactory score on an Advanced Placement (AP) Examination (A table of the courses or units the college grants for performance in AP credit is available in the college catalog).
- 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)
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an approved course listed for Credit by Examination in the college catalog
- Successful completion of an examination administered by other agencies approved by the District
- Evaluation of Joint Service Transcripts (JST)
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Assessment approved or conducted by proper authorities of the college.

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 for Prior Learning:

- The student must have previously earned credit or noncredit from the District or be currently registered in the college.
- The student must be in good standing in the college
- Current students must have an education plan on file
- The course is listed in the current Glendale College Catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is not currently enrolled in nor has received credit for a more advanced course in the same subject (may be waived by department)

Glendale Community College District

4235

Administrative Regulation

Credits acquired by assessment are not applicable to the meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

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

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with the [Administrative Regulation 4230](#) Grading and Academic Record Symbols
- Students shall be offered a “Pass/No Pass” option, in accordance with [Administrative Regulation 4232](#) Pass/No Pass Grading Option, if that option is ordinarily available for the course
- Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AR 4230 Grading and Academic Record Symbols and [AR 4231](#) Grade Changes.

Transcription of Credit for Prior Learning

The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

International Baccalaureate

Students requesting Credit for Prior Learning using International Baccalaureate shall receive credit for achieving a satisfactory score on a college-approved high-level International Baccalaureate (IB) examination under the following circumstances:

- Official IB transcripts must be on file in the Office of Admissions & Records
- The student achieved a minimum acceptable score on the IB examination as recommended by the college’s IB equivalency guide

College Level Examination Program

Students requesting Credit for Prior Learning using the College Level Examination Program shall receive credit for achieving a satisfactory score on a college-approved College Level Examination Program (CLEP) under the following circumstances:

- Official CLEP transcripts must be on file in the Admissions & Records Office
- The student achieved a minimum acceptable score on the CLEP examination as recommended by the college’s CLEP equivalency guide

Credit for Military Service/Training

Students interested in Credit for Prior Learning using Joint Service Transcripts 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:

Glendale Community College District

4235

Administrative Regulation

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & Records Office
- Official transcripts must be on file in the Admissions & Records Office. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMART), Army and American Council on Education Registry Transcript Service (AARTS), Community College of the Air Force (CCAЕ), Coast Guard Institute (CGI), DANTEС/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.

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 faculty designed:

- The student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & 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(s) 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 Office of Admissions & Records to be kept on file and recorded on the student transcript.

Glendale Community College District

4235

Administrative Regulation

The District Credit by Examination Process:

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, 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 completing of assignments in addition to an examination.

Upon completion of an education plan, students interested in Credit for Prior Learning using Credit by Examination shall receive credit as recommended by the appropriate chair or faculty designee under the following circumstances:

The Credit by Examination Procedures

- Student shall complete the Credit for Prior Learning assessment petition available in the Counseling or Admissions & Records Office
- Student meets with the department chair or faculty designee for further instructions for Credit by Examination
- If the department chair or faculty designee determines the Credit by Examination assessment 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 and forward to the Office of Admissions and Records to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the department/program for three years.

Revised: 4/13/21 (by College Executive Committee)