

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

<b>Title:</b> <b>CREDIT FOR PRIOR LEARNING</b>	<b>Number:</b> <b>AP 6.30</b>
<b>Legal Authority:</b> <b>California Education Code Sections 66025.71, 66700, 70901, 70901 and 70902</b> <b>Title 5, California Code of Regulations, Sections 55002, 55023, 55021, 55050, 55025, 55052, 55052</b> <b>Accreditation Standard II.A. II.C.</b>	

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
- Achievement of a satisfactory score on a high level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on a College Level Examination Program (CLEP)
- Evaluation of Joint Service Transcripts (JST)
- Achievement of 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

**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:

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- Credits awarded for Prior Learning are not applicable in meeting unit load requirements for veterans or social security benefits, 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.
- Process to petition Credits acquired by Prior Learning are not applicable to meeting such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Units for which credit is given shall not be counted in determining the minimum 12 semester hours of credit that must be taken at CCSF to meet the residence requirement.
- Credit by exam may not be available in all CCSF departments.

**Prior Learning Assessment Grading Policy**

- Grading shall be according to the regular grading system in accordance with Administrative Procedure 6.22 Grading and Academic Record Symbols: Credit Courses
- The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning

**Credit by AP, CLEP and IB Examinations**

Students may be eligible for credit by AP, CLEP, and IB examinations if they are enrolled and in good standing, have not earned a grade point average below 2.00, and have not attempted the course(s) for which they are seeking Credit for Prior Learning. Credit under AP, CLEP, and IB programs is usually granted only to students with no college work completed. 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 CCSF counselor.)

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

### **Advanced Placement**

CCSF will grant subject credit for most College Board Advanced Placement examinations, depending on the exam score obtained by the student. Credit awarded by CCSF applies to the associate degree. Transfer students must consult with senior colleges 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 examinations with a score of 500 or above (Paper and Pencil Testing) or a score of 50 or above (Computer Based Testing).

### **International Baccalaureate**

CCSF will grant general education credit toward graduation for some International Baccalaureate Higher Level (HL) examinations. Students must pass the examinations with a score 5, 6, or 7 to earn CCSF of San Francisco credit.

### **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:

- 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. 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 (CCAF), Coast Guard Institute (CGI), DANTES/USAFI, Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form

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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 designee:

- 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 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 determines that 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 Records Office 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:

- A department approved portfolio assessment rubric for the course is on file

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- The student shall complete the Credit for Prior Learning assessment petition available through the CCSF website or in the Admissions and Records Office
- The student meets with the department chair or faculty designee to receive further 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-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 the Office of Admissions and Records to be kept on file and recorded on the student transcript

#### **Credit by 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 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 attempted the course. Permission to challenge a course by examination is granted by the appropriate department chair or designee, who also determines which courses are eligible for credit by examination. The department offering a course which may be taken for credit by examination will determine the type of examination to be given and the conditions of its administration. Credit by exam may not be available in all CCSF departments.

#### **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 method. Credit earned through the other assessment methods listed above are free to the student.
- Take the examination given by the department chair or designee.

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- If the students pass the examination, they will be eligible for receiving credit for the appropriate course.

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