



FOR RECORDS OFFICE USE ONLY	
Approved: _____	Denied: _____
Date Processed: _____	
Processed by: _____	

CREDIT FOR PRIOR LEARNING

Date: _____ Term: _____

Name: _____ Student ID#: _____

Compton Email: _____ Phone #: (_____) _____

Currently registered in classes at Compton College: Yes No

Copy of Comprehensive Educational Plan Attached: Yes No

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Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and received credit through one of the following approved alternative methods.

Select the method requested for Credit for Prior Learning:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination**
 - o Official AP Scores have been submitted to Admissions and Records: Yes No
 - o Requesting AP credit for what course(s): _____
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination**
 - o Official IB transcripts must be submitted to Admissions and Records
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)**
 - o Official CLEP transcripts have been submitted to Admissions and Records: Yes No
- Evaluation of Military Service or Joint Services Transcripts (JST)**
 - o Official transcripts have been submitted to Admissions and Records: Yes No
- Evaluation of industry-recognized credential documentation**
 - o Attach all industry recognized credentials
- Evaluation of student-centered portfolios (portfolio will be returned to student after review)**
 - o Student will be asked to submit portfolio materials to the academic discipline faculty designee.
- Credit by Examination** will be created and administered by the college faculty in lieu of completion of an active course as listed in the current College Catalog.
 - o **\$46 per unit fee must be paid before test is administered (Fee is non-refundable)**
 - o Attach verification that fees have been paid (Copy of receipt). Admissions will verify payment.
 - o Requesting Credit by Exam for which college **approved** course? (Approved courses are listed in the college catalog) _____

FOR ACADEMIC DEPARTMENT USE ONLY

The above student SHOULD _____ SHOULD NOT _____ be granted credit for the following:

Course/Title _____ Credits earned: _____ Units: _____ Term/Year _____

Comments regarding student's prior experience, performance, portfolio review or Credit by Examination: _____

Instructor/Chair Name: _____ Instructor/Chair Signature: _____

Credit by Examination results and other supporting documentation must be submitted back to A&R Office.

CREDIT FOR PRIOR LEARNING

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and received credit through one of the following 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 Joint Services Transcripts (JST)
- Evaluation of industry-recognized credential documentation
- Evaluation of student-centered portfolios
- Satisfactory completion on an institutional examination, known as Credit by Examination, created and administered by the college faculty in lieu of completion of an active course as listed in the current College Catalog.

Credit may be awarded for prior learning only for a specific course by demonstrating mastery of the course content, objectives, and outcomes as for classes listed in the college catalog and on Course Outlines of Record.

Determination of Eligibility for Credit for Prior Learning

1. The student must be currently registered in the college.
2. The student must have a Comprehensive Educational Plan on file in the College's designated electronic system.
3. The course is listed in the current College Catalog.
4. For **Credit by Examination** the following additional criteria are used:
 - The student must have completed 12 semester units at Compton College with a minimum grade point average of 2.00 and be in good standing at the time the credit is granted. However, students enrolling in or enrolled at Compton College may be allowed to take the examination at any time, even though credit will not be granted until 12 semester units have been completed.
 - The student shall only be allowed to petition to receive credit by examination one time per course and may not petition for credit examination for a course in which they are currently or have previously enrolled and received a grade, unless statutorily required to renew a license or certification required by State or Federal governments.
 - The student may not petition for credit by examination for a course in which they have been enrolled census, except under special circumstances as determined by the faculty who normally teach the course, in consultation with the academic dean.
 - The student must petition for credit by examination no later than the middle of the term except under special circumstances as determined by faculty who normally teach the course, in consultation with the academic dean.
 - Only those courses listed in the current catalog and approved for credit by examination by the Curriculum Committee at the time of the petition shall be available to students for such credit.
 - Credit by exam is not available for any course that is lower in a sequence than a course for which a grade has already been earned, except under special circumstances determined by the faculty who normally teach the course, in consultation with the academic dean.
 - The maximum amount of credit permissible for Credit by Examination shall not exceed 15 semester units, including not more than 9 semester units required for the major subject field.

Prior Learning Assessment Grading Policy

- Grading shall be according to the regular grading system in accordance with Administrative Regulation 4230: Grading and Academic Record Symbols
- Students shall be offered a "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 in cases of Credit by Examination in accordance with AR 4231: Grade Changes.

Transcript Notations for Credit for Prior Learning

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

Advanced Placement

See Administrative Regulation 4236: Advanced Placement Credit.

International Baccalaureate

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

- The student shall complete the Credit for Prior Learning Petition available in the Admissions and Records Office.
- Confirmation that student has an Educational Plan on file.
- Official IB transcripts must be on file in the Admissions and Records Office.
- The student achieved a minimum acceptable score on the IB examination as listed in the College Catalog.

College Level Examination Program

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

- The student shall complete the Credit for Prior Learning Petition available in the Admissions and Records Office.
- Confirmation that student has an Educational Plan on file.
- Official CLEP transcripts must be on file with the Admissions and Records Office.
- The student achieved a minimum acceptable score on the CLEP examination as listed in the College Catalog.

Credit for Military Service/Joint Services Training

Students interested in Credit for Prior Learning by using Joint 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 Request for Military Credit available in the Admissions and Records Office. Review the college catalog for information about 'Credit for Military Service'.
- Confirmation that student has an Educational Plan on file.
- Official transcripts must be on file in the Admissions and 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), Defense Language Institute Foreign Language Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), 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 credentials shall receive credit as recommended by the appropriate division chair or discipline faculty designee under the following circumstances:

- The student shall complete the Credit for Prior Learning Petition available from the Admissions and Records Office.
- The student shall attach all industry recognized credentials to the petition.
- Confirmation that student has an Educational Plan on file.
- If an industry recognized credentials has already been evaluated and approved by the appropriate division chair or discipline faculty designee, the Admissions and Records Office will award credit based on the prior faculty recommendation.
- If an industry recognized credential has not yet been evaluated and approved, the following process shall be followed:
 - The Admissions and Records Office shall route the petition and accompanying industry recognized credentials to the division chair or discipline faculty designee
 - The appropriate faculty review the credentials. If the division chair or discipline faculty designee determine the industry certification adequately measures mastery of the course content 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 area dean for review.
 - The dean will forward the petition and supporting documentation to the Admissions and Records Office to keep the petition on file and notate the student's transcript.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using student-created portfolios shall receive credit as recommended by the appropriate division chair or discipline faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file in the Office of Academic Affairs and the rubric aligns the course objectives and outcomes set forth in the Course Outline of Record.
- The student shall complete the Credit for Prior Learning Petition available in the Admissions and Records Office.
- Confirmation that student has an Educational Plan on file.
- Upon verification from the Admissions and Records Office that a rubric is on file and the petition is complete, the Admissions and Records Office will forward the petition to the division chair or discipline faculty designee.
- The chair will notify the student to submit all portfolio materials to them or the discipline faculty designee.
 - If the division chair or discipline faculty designee determines the portfolio adequately measures mastery of the course content set forth in the Course Outline of Record using the rubric on file, the appropriate faculty shall sign the petition with the recorded grade and forward the completed petition and supporting documents to the area dean for review.
 - The dean will forward the petition to the Admissions and Records Office to keep the petition on file and notate the student transcript.
 - The dean will contact the student to pick up the portfolio materials.

Credit by Examination

Faculty who normally teach the course shall determine how courses are selected and those courses eligible for credit by examination. Courses eligible for credit by examination shall be approved by the Curriculum Committee and listed in the college catalog.

Students who wish to take a course through Credit by Examination are encouraged to informally discuss the matter with the division chair or discipline faculty designed prior to initiating the formal process.

Procedure for Earning Credit by Examination

Students shall complete a Petition for Credit by Examination and submit it to the Admissions and Records Office along with satisfactory evidence of knowledge, skills or experience. Students shall be provided with a copy of the pertinent Course Outline of Record to aid them in making the decision of whether to petition and attempt credit by examination.

The Admissions and Records Office will determine if the eligibility requirements are met. The Admissions and Records Office will verify that student has an Educational Plan on file. Additionally, the Admissions and Records Office shall forward petitions, with supporting documentation, to the respective division chair of the academic division concerned.

Once all eligibility requirements are met, the nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content, objectives, and outcomes as set forth in the Course Outline of Record.

Subject matter mastery and/or skills proficiency, as stated in the objectives and outcomes of the Course Outline of Record, may be established by written examination, portfolio, skills demonstration, or combination thereof. The faculty may accept an examination conducted at a location other than the community college. The examination may be offered in more than one session and/or format. The examination must measure proficiency at the level expected of students who have successfully completed the course at Compton College. The academic division chair shall notify the student of the examination arrangements.

Fee Requirements

A processing fee will be charged to petition for credit by examination at \$46 a unit. Fees are not refundable. Students involved in high school or occupational center articulated programs will be exempted from paying this fee.