

Chapter 4 – Academic Affairs

BP 4235 Credit by Examination

Reference:

Title 5, Section 55050, Board Policy 3255

Credit may be earned by students who satisfactorily pass authorized examinations. The College President/CEO in consultation with the Academic Senate shall establish administrative procedures to implement this policy.

Adopted: May 26, 2004

Revised: January 24, 2007

References Revised: June 2008

Reviewed: May 14, 2013

Reviewed: December 16, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Reviewed: October 15, 2021

Chapter 4 – Academic Affairs

AP 4235 Credit by Examination

References:

Title 5 Sections 55050-55052

Mt. San Antonio College may elect to grant course credit to students who can demonstrate through process of examination the mastery of subject matter previously attained. Units acquired by examination are not applicable to meet unit load requirements for financial aid benefits and shall not be counted in determining graduation residency requirements. All units earned by this process shall be recorded on the transcript so as to make it clear that the units were earned by examination.

Externally Administered Examinations

The College shall maintain and publish in its catalog a listing of acceptable externally administered examinations. Such listing shall include the score needed to earn credit, the Mt. SAC course considered equivalent to the exam (if any), the number of units to be awarded for the exam, and (if applicable) the General Education area to which the awarded units may be applied. The decisions related to externally administered examinations shall be made by the faculty in the subject discipline, subject to approval by the Academic Senate. All units awarded by externally administered examinations shall be on a “pass/no-pass” basis.

Advanced Placement - The College may grant not more than six units of credit for an examination score of three, four, or five in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board.

International Baccalaureate – The College may grant not more than five units of credit for an examination score of five, six, or seven in subjects of the International Baccalaureate (IB).

College Level Examination Program – The College may grant not more than six units of credit for an examination score of fifty or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board.

Internally Administered Examinations

The College shall maintain at each division office a listing of courses from the College Catalog which have been designated by departments as being eligible for credit by examination. The department faculty shall establish written guidelines by which the eligibility of a student to take such an examination is determined. If a “pass/no-pass” option is ordinarily available for the course, the option shall be offered to the student prior to the evaluation of the examination.

At a minimum, the eligibility guidelines shall require:

- A. the student is currently registered and in good standing at Mt. San Antonio College (unless a current high school articulation exists);
- B. the student has not already received credit for the course or for a more advanced course which follows the course in sequence; and
- C. the student has not been enrolled in the same course or for a more advanced course which follows the course in sequence for more than six weeks.

Departments choosing to offer credit by examination shall provide the faculty in the relevant discipline sole authority to determine the nature and content of the examination, including whether and to what extent the examination includes written, oral, skills-based, and portfolio-based components. The discipline faculty shall determine that the examination adequately measures mastery of the course content as set forth in the Course Outline of Record.

Petitions for credit by examination shall be available at each division office. Upon receiving a petition, the division dean shall contact the appropriate department chair, who shall assign a faculty member who has taught the course in question within the past five years. This faculty member shall oversee the department's examination and evaluate the results, using the same grading system as normally used for the course.

References Revised: June 2008

Revised: April 5, 2011

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Chapter 4 – Academic Affairs

AP 4285 Credit for Prior Learning or Extra-Institutional Learning

Reference:

Title 5 Section 55050, 55052, and 55002; Education Code Section 79500; Board Policy 4235; Administrative Procedure 4235; American Council on Education

Philosophical Basis

Mt. San Antonio College recognizes courses taken at other regionally accredited colleges and prior or extra-institutional learning. Students may demonstrate proficiency in a course eligible for Credit for Prior Learning or Extra-Institutional Learning and receive college credit through the approved alternative methods for awarding credit.

This procedure describes the process for Mt. San Antonio College to accept extra-institutional learning for course credit. Acceptance of courses and extra-institutional learning is necessary to meet accreditation standards. Credit for extra-institutional learning is provided for students under conditions described below in recognition of learning that has been attained outside accredited post-secondary institutions.

Definitions

Credit for Prior Learning or Extra-Institutional Learning

Granting unit credit for prior learning is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the College. Course and unit credit can be obtained through approved credit for externally administered standardized examinations (e.g., Advanced Placement (AP), International Baccalaureate (IB), and College Level Examination Program (CLEP)), Internal Departmental Examination process (locally administered exams), and industry-recognized documentation, credentials, or licensure.

Courses Eligible for Credit for Prior Learning

- Academic divisions of the College determine the courses for which Credit for Prior Learning may be granted.
- The office of the Vice President of Instruction maintains a current list of courses excluded from Credit for Prior Learning and makes it readily available to students.

Documentation of Credit for Prior Learning

For credit earned through Credit for Prior Learning provisions, the student's academic record shall be clearly annotated to reflect that credit was earned by examination or by another type of assessment of prior learning.

General Policy Statement

Credit for extra-institutional learning will be awarded to students who have attained competency of subject matter through experiences outside of accredited postsecondary institutions for Mt. SAC credit courses that are listed in the College Catalog. The College will accept the following, subject to limitations as stated in the College Catalog:

1. Recommendations of the American Council on Education in reference to the *Guide to the Evaluation of Educational Experiences in the Armed Services* and the *National Guide to Credit Recommendation for Non-collegiate Courses*;
2. Recommendations regarding the assignment of credit from other regionally accredited post-secondary institutions, including Mt. San Antonio College's policy for credit by examinations.
3. Credit awarded through Mt. San Antonio College's AP 4235 for credit by examination.

Policy Regulations

- Prior or Extra-Institutional Learning credit will normally not be evaluated by Admissions and Records unless the credit is necessary for graduation and the documentation to support credit for prior or extra-institutional learning is submitted by the student.
- Credit for non-collegiate courses may be awarded for work applicable toward Mt. San Antonio College Associate Degrees, Associate Degrees for Transfer, and Certificates. Credit may be granted for learning in upper division courses for an equivalent Mt. SAC course.
- To petition for Prior Learning or Extra-Institutional Learning credit, a student must have at least a 2.0 cumulative grade point average at Mt. San Antonio College and be in good academic standing.
- The permanent academic record shall be annotated in such a manner to ensure that a true and complete history of Credit for Prior Learning or Extra-Institutional Learning credit has been granted.
- In cases where a student is seeking a degree and/or a certificate from the College, all standard graduation and residency requirements apply and must be met by completing a minimum of 12 units earned from Mt. SAC courses.
 - A student, upon completion of their educational plan, shall be referred to the College's appropriate authority for assessment of prior learning.
 - Student shall be provided an opportunity to accept, decline, or appeal decisions related to the award of credit.
- Prior to receiving Credit for Prior Learning or Extra-Institutional Learning, a student shall complete the Credit for Prior Learning assessment petition/application.

Credit for Prior Learning may be obtained by one of the following assessment methods:

1. Externally Administered Examinations:

Mt. San Antonio College may elect to grant course credit to students who can demonstrate through process of examination the mastery of subject matter previously attained. Units acquired by examination are not applicable to meet unit load requirements for financial aid benefits and shall not be counted in determining graduation residency requirements. All units earned by this process shall be recorded on the transcript so as to make it clear that the units were earned by examination.

The College shall maintain and publish in its catalog a listing of acceptable externally administered examinations. Such listing shall include the score needed to earn credit, the Mt. SAC course considered equivalent to the exam (if any), the number of units to be awarded for the exam, and (if applicable) the general education area to which the awarded units may be applied. The decisions related to externally administered examinations shall be made by the faculty in the subject discipline, subject to approval by the Academic Senate. All units awarded by externally administered examinations shall be on a "pass/no-pass" basis.

- Advanced Placement – The College may grant not more than six units of credit for an examination score of three, four, or five in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board.
- International Baccalaureate – The College may grant not more than five units of credit for an examination score of five, six, or seven in subjects of the International Baccalaureate (IB).
- College Level Examination Program – The College may grant not more than six units of credit for an examination score of fifty or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board.

2. Internal Departmental Examinations (Locally administered exams):

- Students will receive credit by satisfactory completion of an examination administered by the College in lieu of completion of a course listed in the College catalog, provided that locally administered exams are permitted for the course. Students shall be offered a letter grade or Pass/No Pass option if that option is normally available for the course. The College shall offer the student the opportunity to accept, decline, or appeal decisions related to the award of credit. If a letter grade is awarded, it will be incorporated in the computation of the student's grade point average.
- A student may be granted credit if they satisfactorily pass an examination approved and conducted by the College discipline faculty. Such credit may be granted only to a student who is registered at the College and not on either academic probation or progress probation, and only for a course listed in the College's catalog.
- The nature and content of the exam shall be determined solely by the College discipline faculty in accordance with Title 5 Section 55002.

- Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residency requirements for an associate degree.
- The College shall charge a student fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course.

Determination of Eligibility

- The examination is to be administered prior to the last day of the final examination period.
- The course to which the units will apply must be listed in the current College catalog.
- The student must be currently registered and in good standing with the College.
- The student has not earned College credit in more advanced subject matter, and has not received a grade (A, B, C, D, F, W, CR, CRE, P, NP, or NC or equivalent) in the course for which they are seeking Credit by Examination at a college or at any other educational institution.

Credit for Current License Holders

Mt. San Antonio College may grant units towards an associate's degree to current license holders in specific academic areas as approved by the College and listed in the current college catalog. The total number of units granted will be equal to the current total unit requirement for the equivalent program certificate or towards equivalent coursework within the program. License holders must meet the college's residency requirements and complete an application to the college before the request for Credit for Prior or Extra-Institutional Learning credits may be made. The application date will determine the catalog year.

The Department Chair or discipline faculty designee from the appropriate program will evaluate the license and its currency for equivalency to Mt. SAC coursework.

- The student will meet with the department chair or discipline faculty designee to receive further instructions for industry recognized credential(s) or licensure assessment.
- The student will submit all industry recognized credential documents or license copies to the department chair or discipline faculty designee for assessment of prior learning.
- If the department chair or discipline faculty designee determine the industry certification or licensure 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) or license copies, and forward the completed petition and supporting documents to the Office of Admissions and Records to be kept on file and recorded on the student's transcript.

Credit for Military Training

Mt. San Antonio College will grant four associate degree units for military experience without regard to the field of service. Associate Degree Area E Lifelong Understanding and Self-Development General Education and the Physical Well-Being graduation requirements will be satisfied on the basis of military service. To receive credit consideration, a veteran student must submit an official DD-214 (Member 2 or 4), a Community College of the Air Force, or a Joint Services Transcript documenting completion of military training along with a request for credit to the Office of Admissions and Records.

- These records may include a 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 Center (DLIFLC) Transcripts, 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.

Additional credit may be allowed for specific programs of training and credits earned through the United States Armed Forces Institute or any other approved United States military service.

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 discipline faculty designee under the following circumstances:

- A department approved portfolio assessment rubric for the course is on file.
- The student meets with the department chair or discipline faculty designee to receive further instruction for student-created portfolio assessment.
- The student submits all portfolio documents to the department chair or discipline faculty designee for assessment of prior learning.
- If the department chair or faculty designee determines 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 Admissions and Records office to be kept on file and recorded on the student's transcript.

Limits of Credit for Prior Learning (all methods, except external examinations and high school articulation)

- Students may apply for Credit for Prior Learning for a given course only once.
- Students should be aware that other colleges and universities may not accept Credit for Prior Learning for transfer purposes, including but not limited to meeting pre-major, major and/or other requirements.
- Students should be advised that the use of units granted through the Credit for Prior Learning policy towards establishing eligibility for athletics, financial aid, and veterans' benefits are subject to the rules and regulations of the external agencies involved.
- Units earned through the Credit for Prior Learning process are not applicable to meeting of such unit load requirements as Selective Service deferment, veterans', or Social Security benefits.
- Credit by Examination may be granted in only one course in a sequence of courses within a single discipline, as determined by prerequisites.
- If a student is currently enrolled in a course or has completed the course, they will not be eligible to earn credit through Credit for Prior Learning for any prerequisite to that course.
- A student who attempted a course one or more times and did not successfully complete the course is not eligible to apply for Credit for Prior Learning for that course or for a comparable course at another district/college.
- Credits acquired by Credit for Prior Learning are not counted in determining the 12 semester units of credit in residency required for an associate's degree.
- A maximum of 50% of the units required for an associate's degree or certificate of achievement may be applied through Credit for Prior Learning. Additional units may be granted upon review and approval by the Vice President of Instruction. This limitation does not apply to units of credit earned through external examinations (AP/IB/CLEP) or high school articulation.

Documentation of Allowable Credit Awards

The College shall maintain records of the courses for which units of credit may be granted through Credit for Prior Learning. These records shall be maintained in the office of Admissions and Records.

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