

Worksheet: Review AP 4235 – Credit for Prior Learning

Policies pertaining to CPL shall be published in the College Catalog. College Districts shall review its CPL policy every three years and report particular findings specified in Title V, Section 55050 subdivision to the California Community Colleges Chancellor's Office. Some barriers which have been found and solutions:

- Limit CPL Total Units (12-30 units) – Raise to 45 or eliminate limitation¹
- Require Minimum GPA or Good Standing – Eliminate requirement²
- Require Residency (12 units) – Eliminate requirement³
- Require Minimum Traditional Units (50%) – Eliminate requirement⁴
- Charge Student Fees for CPL (Credit by Exam) – Eliminate fees⁵
- Limit CPL to Courses With P/NP Grade Option – Allow P/NP for CPL w/faculty approval⁶
- Limit CPL to Courses Approved for CPL in the Catalog⁷
- Required Petition - Eliminate Requirement and Offer CPL in Outreach and Prompt for CPL in Education Planning Process
- Unclear or Outdated Basic Training Credit for Military Students (Outgoing Area E) – Convert to course credit based on JST rather than DD214.

Review the different areas within your college's AP 4235 and compare it to the recommended administrative procedure prepared by the MAP CPL Workgroup (Version 11/09/2023).

1. What roadblocks have you found in your college's AP 4235?
2. What changes (if any) can you implement at your college to ensure CPL is awarded in an efficient and equitable way? How can you improve your college administrative procedure to make CPL a smoother process?
3. Begin to revise your AP 4235 to remove barriers.

¹ T5 regulations do not impose a unit limit nor do ACCJC standards. WASC standards limit internally evaluated CPL to 25% of the degree (30 units for a BA). Internally meaning the evaluations conducted by CSU, UC, privates. This limitation does not apply to externally evaluated credit the student is transferring in. According to WASC standards, "Institutions may offer credit for prior learning under the conditions enumerated below. This policy is designed for institution-based assessment and crediting processes and does not apply to credit for prior learning practices that take place outside of an institution, such as the College Level Examination Program (CLEP), DSST, Advanced Placement, or American Council on Education (ACE) evaluations of workforce-acquired learning, where recommended credit may be transferred in (see the Transfer of Credit Policy regarding Validation of Extra- Institutional and Experiential Learning)."

² This is a holdover limitation from the Credit by Exam (Cx) AP pre-2019.

³ This is a holdover limitation from the Credit by Exam (Cx) AP pre-2019.

⁴ This is not required by Title 5 and prevents colleges from having the flexibility to award stackable certificates using a combination of CPL and traditional coursework. It also limits appropriate awards of CPL for apprentices given advanced placement in recognition of prior training.

⁵ While allowed per Title 5, we are developing procedures to simplify the Credit by Exam (Cx) process to make Cx a viable option for CalGETC or UC bound students. Student fees would impose a barrier to low-income students.

⁶ See Recommended AP 4235 for recommended language. We do not recommend asking faculty to add a P/NP grade option to their course to accommodate CPL (as this can impact student's transfer options). Instead, we recommend adding a blanket provision to AP 4235 that allows P/NP on any course (but only for CPL and only if faculty approve the CPL for the course).

⁷ This is not required by Title 5. This stems from a misunderstood clause in 55050 that states "CPL may only be given for a course in the college catalog."