

***STEP 1 - TOP PORTION TO BE COMPLETED BY STUDENT***

\_\_\_\_\_  
Last                      First                      Middle                      ID Number

\_\_\_\_\_  
Street Address                      Student Email

\_\_\_\_\_  
City                      State                      Zip                      Phone Number

***STEP 2 – STUDENT MEETS WITH A COUNSELOR***Academic Standing:       Currently Enrolled:       Reviewed Plan:       Prerequisites Checked: 

Course Name \_\_\_\_\_ Counselor \_\_\_\_\_

***STEP 3 – STUDENT MEETS WITH LEAD FACULTY***

Lead Faculty Approval: \_\_\_\_\_ Date Contacted A&amp;R for enrollment: \_\_\_\_\_

***STEP 4 – STUDENT MUST SUBMIT FORM TO CASHIER DESK FOR PAYMENT OF FEE\****

\* This is a non-refundable fee payment.

Unit Value: \_\_\_\_\_ Fee Total Paid \_\_\_\_\_ Student Business Office Signature: \_\_\_\_\_

***STEP 5 – STUDENT MUST SUBMIT FORM TO INSTRUCTOR ADMINISTERING EXAM***

\_\_\_\_\_  
Instructor of Record                      Date of Assessment and Signature of Instructor

\_\_\_\_\_  
Course Name & Term                      Grade Received

***STEP 6 – STUDENT AGREEMENT***Agree to have grade posted to transcript:       Decline Credit for Prior Learning:       Appeal: *I hereby petition to take the above named course in accordance with the rules governing Credit for Prior Learning.*\_\_\_\_\_  
Student Signature                      Date***STEP 7 – ADMISSIONS AND RECORDS PROCESSED***\_\_\_\_\_  
Date Submitted to Admissions and Records by Faculty Member                      Processed by in Admissions and Records

Notes: \_\_\_\_\_

**Credit for Prior Learning, Administrative Procedure 4235**

Credit may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.
- Evaluation of transcripts, portfolios, or other documentation of experiential learning.

Colleges shall consider the credit recommendations of the American Council on Education.

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 by Examination:

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- Credits acquired by assessment are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's 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.

- The student's academic record clearly indicates that the credit was earned by assessment of prior learning.
- Limits on the number of units that may be applied to the Associate degree; the maximum number of units that may be earned in Credit by Exam is 12.

Other limits on student and course eligibility for credit by examination:

- Students may not challenge a course in which they are currently enrolled or have received a grade.
- Students may appeal, accept, or decline credits by exam pursuant to Title 5 Sections 55021 and 55025.
- Assessment shall be determined by discipline faculty who normally teach the course for which credit is to be granted.
- Credit shall be awarded in first priority to program requirements and last priority to electives.
- The District may charge a fee for exam administration not to exceed the enrollment fee for the course in which the student seeks credit by exam. No fee is allowed for learning assessments.
- The college shall refer the student to assessment of prior learning if the student is a veteran, active duty member of the military, holds industry recognized credentials, or requests credit based on prior learning.
- Grading for credit by exam shall be according to the regular WKCCD system, with "pass/no-pass" option if ordinarily available.
- The California State University system will only accept 30 units of alternative credits.