
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4235 CREDIT FOR PRIOR LEARNING

References:

Education Code Section 79500;
Title 5 Sections 55050 and 55052

Responsibilities

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these procedures relating to orderly administration of course credit.
- B. The Dean of Enrollment Services shall be responsible for maintaining orderly administration of course credit.

Definitions

Definitions of all terms used in these procedures shall be those issued by the Chancellor's Office of the California Community Colleges.

Credit Regulations

A. Credit by Examination

Credit by examination is a provision whereby a student who is registered in the college and is in good standing may, under certain conditions, with departmental approval, take an examination for credit in a specific course. The student must have completed at least 12 semester units at Long Beach City College and have the approval of the department head and the instructional dean before being allowed to take the examination for credit. Exceptions to the 12-unit limitation must be approved by the Vice President of Academic Affairs. In all cases, courses eligible for credit by examination will be determined by the department. Credit by examination is not subject to the course repetition rules. It is up to the department to determine how many times credit by examination is offered to an individual student per semester and how many times students are allowed to attempt to pass the exam.

1. In addition to the above qualifications, the department concerned also determines specific standards of student eligibility for credit by examination.
 2. The method of evaluation, including a copy of any written examination or a description of its contents, must be approved by the department and kept on file in the department and the office of the instructional dean. A copy of the test given by the instructor and certified by that instructor with signature must accompany the Credit by Examination form for filing in the office of the instructional dean.
 3. Students who take an examination for credit will be given the grade earned. Credits acquired by assessment shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
 4. A fee will be charged to take credit by examination.
- B. Credit by Advanced Placement (AP), International Baccalaureate (IB) Examination, and College Level Examination Program (CLEP)

Long Beach City College recognizes the Advanced Placement Program and College Level Examination Program of the College Board, the California State University System credit lists for Advanced Placement and International Baccalaureate, the Intersegmental Committee of the Academic Senates IGETC Policy and Standards for Credit by External Exams (7.0), the California Community College General Education AP List and the International Baccalaureate Examination Program.

1. Students are required to order official copies of their College Board AP and/or IB transcripts with the appropriate scores and have the transcripts sent to Long Beach City College's Office of Admissions and Records.
2. Specific course credit will be granted for external examinations (AP, IB and/or CLEP) that meet the score standards listed in the California Community College General Education AP List, the Intersegmental Committee of the Academic Senates IGETC Policy and Standards for Credit by External Exams (7.0) and/or the California State University System credit lists for Advanced Placement.
3. Specific course credit will be granted for the IB examinations in alignment with score standards of the California State University System credit lists for International Baccalaureate exams and the Intersegmental Committee of the Academic Senates IGETC Policy and Standards for Credit by External Exams (7.0).

4. In situations when comparable courses are not offered by a department, the AP, IB, and/or CLEP scores may be applied toward fulfillment of an area of general education and/or elective unit requirements.
5. AP, CLEP and IB credit is granted for fulfillment of Long Beach City College general education, degree requirements, the California State University General Education Breadth (CSUGE-B) and/or the Intersegmental General Education Transfer Curriculum (IGETC) certification. However, when a student transfers to any other college or university, that institution may require higher scores for AP, CLEP and/or IB units credit in accordance with its own internal policies for external exams. Thus, AP, CLEP and/or IB units remain intact and do not transfer as Long Beach City College courses.
6. AP, IB and CLEP credit for the Associate Degree for Transfer is approved through the general education certification for transfer to colleges or universities that accept Long Beach City College's certification.
7. In the case that the District does not offer a course similar in content, the District will award credit in the General Education area shown on the California Community College General Education Advanced Placement (AP) List.
8. The Curriculum Committee, through Academic Policy and Standards, will annually review IB and CLEP standards at local colleges and universities and the California Community College General Education AP/IB and CLEP External Exams List to ensure that score standards for AP, IB, and CLEP examinations are aligned with the standards of transfer institutions that accept Long Beach City College's general education certification and the Chancellor's Office standards.

C. Credit for Prior Learning

1. 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, including: evaluation of Joint Services Transcripts (JST), achievement of an examination administered by other agencies approved by the District, evaluation of industry recognized credential documentation and evaluation of student-created portfolios.
2. In order to be eligible for Credit for Prior Learning a student must:
 - a) be in good standing with the District,
 - b) previously earned credit or noncredit from the Long Beach Community College District, or
 - c) be currently registered in the District, and
 - d) the student is not currently enrolled in the course to be challenged.

Current students must have an educational plan on file. The eligible course must be listed in the Long Beach City College Catalog.

3. Credits acquired by prior learning or examination are not applicable to meeting of such unit load requirements for Selective Service deferment, Veteran's benefits, Financial Aid or Social Security benefits.
4. 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.
5. The student's academic record will indicate that that credit was earned by assessment of prior learning.

Also see BP 4235 Credit for Prior Learning and AP 4236 Advanced Placement Credit.

Approved: No date

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(Replaces LBCC Administrative Regulation 4028)