



AP 4235 Credit for Prior Learning

References: Education Code Section 79500
 Title 5 Sections 55050, 55051, 55052 and 55052.5
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Last Reviewed:

Credit for Prior Learning (CPL) Definition

Credit for prior learning is college credit awarded for validated college-level skills and knowledge gained outside of a college classroom. By providing comprehensive processes for obtaining credit for prior learning, community colleges can increase completion rates and further their mission of open access education.

CPL Modes of Learning

The non-collegiate learning that serves as the basis for CPL may be acquired in a variety of modes and settings, including:

- Military training
- Industry training
- High school coursework (via articulation agreements)
- Noncredit, community education, and contract education coursework
- Other learning modes:
 - Apprenticeships, internships, work-based learning, or other industry-based experiential learning
 - Non-accredited learning
 - State and federal government training
 - Professional development
 - Volunteer and civic training (e.g. Peace Corps, AmeriCorps)
 - Self-study

Regulatory/Policy Considerations

Our obligations in notifying students of opportunities to receive CPL: students, upon creation of a comprehensive education plan pursuant to California Education Code §78212 shall be referred to the district's appropriate authority for assessment of prior learning if the student:

- is a veteran or an active-duty member of the armed forces, or
- holds industry-recognized credentials, or
- requests credit for a course based on prior learning.

Determination of Eligibility to Award Credit for Prior Learning:

- The student must be enrolled in at least one class or have completed at least 12 units at Butte College with a minimum 2.0 GPA.
- The student must have an education plan on file.

- The course is listed in the current edition of the Butte College Catalog.
- The student is not currently enrolled in the course to be challenged.
- Credit by examination: The student is not currently enrolled in nor received credit for a more advanced course in the same subject (this criterion may be waived by department).

Limitations and Preferences in the Awarding of Credit for Prior Learning:

- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- If possible, an award of credit should be made to meet GE requirements (Cal-GETC, IGETC, CSUGE or local) or electives for students who do not require additional general education or program credits to meet their goals.
- Credit awarded through CPL will not be used in determining financial aid eligibility. Any credits awarded through CPL will be counted toward maximum unit count under the Financial Aid Satisfactory Academic Progress Policy as required by law.
- Credit granted by the District may or may not transfer to other institutions. Final determination regarding transfer of credit rests with the receiving institution.

Prior Learning Assessment Grading Policy:

- Grading shall be according to the regular grading system in accordance with AP 4230 Grading and Academic Record Symbols.
- Students shall be offered a "pass/no pass" option, in accordance with AP 4232 Pass/No Pass, if that option is ordinarily available for the course.
- Students shall be given the option of a letter grade 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, pursuant to Title 5 §§ 55021 and 55025 (see AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes).
- Students who wish to appeal a grade or the denial of CPL must follow the formal grade grievance process as outlined in AP 4231 Grade Changes.

Transcription of Credit for Prior Learning:

- The student's academic record will be clearly annotated to reflect that credit for a course was earned by assessment of prior learning experiences.
- The student's academic record will be clearly annotated that credit was earned by CPL.
 - The type of CPL shall be notated (e.g. military [CPL-M], industry [CPL-C], exam [CPL-E], portfolio [CPL-P], assessment [CPL-A]).
- For credit by exam and portfolio review, the credit and grade will be posted to a specific term.

Maintenance and Ongoing Review:

A designated CPL coordinator will be responsible for overseeing CPL petition workflow, monitoring program compliance, and submitting reports required by Title 5 §55050. This position may include reassigned time as negotiated by the Butte College Education Association (BCEA) in consultation with the Academic Senate.

The governing board will be provided by the office of institutional research for review the credit for prior learning policy every three years and report findings to the Chancellor's Office. Findings shall include data disaggregated by gender and race/ethnicity including:

- The number of students who received CPL;
- The number of credits awarded per student;
- Retention and persistence rates of students earning CPL;
- Completion data (for certificate, degree, and transfer) for students earning CPL;
- Fee collections and waivers; and
- Qualitative assessments by students of the policies and procedures

Process and Procedures for Awarding CPL

The student requesting CPL must submit a Credit for Prior Learning Petition via the Butte College website along with any relevant documentation (industry credentials, transcripts, etc.). Staff or faculty may assist in this process as needed.

An eligibility check will be conducted and verified by college CPL personnel. If the student does not have an education plan on file that includes the course(s) for which they are seeking CPL, they will be referred to Counseling and Advising to complete one.

Butte College will make existing CPL articulations available on the Butte College website. If articulation is already established for the course in question, CPL personnel are authorized to assign a P/NP grade, and the corresponding department chair will be notified of the award. If it is determined that the student needs a letter grade, the petition is then routed to the appropriate department chair and, if they teach in the discipline of the requested course, they will work directly with the student to determine a final grade. If not, they are required to route the petition to another faculty member in that discipline who can serve as the instructor of record.

Once a final grade is determined, the instructor of record will submit the final grade via the CPL petition. This will be routed to the student to either accept, deny, or indicate an intent to appeal. If the student accepts the grade assigned, they will sign the petition, and it will be routed to the Office of Admissions and Records for transcription.

If a student submits a CPL Petition in the first six weeks of the semester, it will be evaluated that same semester and posted to the transcript for that term. If additional time is needed to evaluate a student, exceptions can be authorized by joint approval of the CPL coordinator and Academic Senate president. If a CPL petition is submitted after the first six weeks of a semester, the student can expect their evaluation to be completed and the units awarded for the subsequent semester.

No fees will be charged to the student for any form of credit for prior learning.

Public-facing CPL articulations will be posted online and reviewed annually. Faculty will be encouraged to evaluate courses for CPL eligibility using equity-minded practices.

Methods for awarding Credit for Prior Learning

Students may demonstrate proficiency in a course eligible for CPL and receive college credit through the approved alternative methods for awarding credit listed below:

- Standardized exam
- Military service/training
- Industry recognized credential
- Student-created portfolio

- Credit by examination

All methods of CPL will be subject to the above outlined process and procedures for awarding CPL with the exceptions of standardized exams and high school articulated courses.

Standardized Exams

Students requesting credit for prior learning using Advanced Placement (AP), International Baccalaureate (IB) and College-Level Examination Program (CLEP) exams shall receive credit for completing a satisfactory score on a District approved examination under the following circumstances:

- Official score reports have been submitted to the Office of Admissions and Records.
- The student achieved a minimum acceptable score on the examination as recommended by the District's AP, IB, CLEP equivalency guides available in the catalog.

Military Service/Training

Students interested in CPL based on military service/training will receive credit under the following circumstances:

- Official Joint Service Transcript (JST) (or other official documentation) is on file in the Office of Admissions and Records; and
- Academic credit for military service and military schools is granted based on the analysis of the JST or other official documented evidence of military experience(s). Credit recommendations from the American Council on Education (ACE) Military Guide or the Military Articulation Platform (MAP) may be utilized.
- Official CLEP transcripts are on file with the Office of Admissions and Records. These may include Joint Services Transcript (JST), Sailor/Marine American Council on Education Registry Transcript (SMAR), 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 Transcripts (DLIFLC), Defense Manpower Data Center (DMDC), DLPT Examinee Results, DA Form 330 Language Proficiency Questionnaire, or verified copies of DD214 or DD295 military records

Industry Recognized Credentials

Students interested in CPL using industry recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee.

If the student is granted a request for CPL based on an industry-recognized credential that is not currently articulated, it will be added to the list of approved CPL articulations and made publicly available on the Butte College website.

Student-Created Portfolio Assessment

Students interested in CPL using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following circumstances:

- A department-approved portfolio assessment rubric for the course is on file.
- The student has completed the Credit for Prior Learning Petition available on the Butte College website.

- The student has met with the department chair or faculty designee to receive further instructions for student-created portfolio assessment.
- The student has submitted all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- The department chair or faculty designee has determined the student-created portfolio adequately measures mastery of the course content as set forth in the course outline of record and signed the petition with the appropriate grade and forwarded it to the Office of Admissions and Records to be kept on file and recorded on the student transcript.

Credit by Examination Process and Procedures

In order to permit students to demonstrate that they have met the objectives of a course through experience in the workplace, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program for specifically designated courses. Courses are specifically designated by departments to have student learning outcomes that can be reasonably identified through a truncated assessment instrument. The completion of credit by examination may require the demonstration of other skills or the completion of assignments in addition to an examination. See the "Process and Procedures for CPL" section for details on how a student can pursue credit by examination.

High School Articulated Courses

Students interested in CPL using articulated high school courses shall receive credit for the successful completion of equivalent high school and/or Regional Occupational Programs (ROP) coursework. See college catalog for details and AP 4050 Articulation.

Office of Primary Responsibility: Office of Instruction