



CREDIT FOR PRIOR LEARNING (CPL) – CREDIT BY EXAM

Student Eligibility:

1. The student is registered in the LACCD and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by the division)
2. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

Credit by Examination

Credit by Examination is a form of CPL assessment in which a student completes a course examination in lieu of completing the course. The format, content, and grading criteria of common course examinations is determined solely by the appropriate discipline faculty in the division. Because credit by examination is an alternative method for awarding credit for a course, it is required that the examination fully address the course content and objectives, including any laboratory or activity components of a course, such that satisfactory completion of the examination is equivalent to satisfactory completion of the course.

In order to permit students to demonstrate that they have the knowledge and/or skills to meet the objectives of a course through knowledge and/or skills gained through prior experiences, students may earn course credit by receiving a grade on an examination developed and administered by the appropriate instructional division/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination. The division chair or faculty designee shall determine whether or not a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of the student's previous course work and/or experience. Students wishing to take a course through Credit by Examination are strongly encouraged to informally discuss the matter with the division chair or faculty designee and instructor prior to initiating the formal process. If the student decides to pursue Credit by Examination, the Petition for Credit by Examination must be completed prior to the end of the semester or session for which credit is being sought.

The College will award credit for the completion of the appropriate division examination administered and graded by the appropriate division faculty, in lieu of completion of a course listed in the college catalog. The student shall be given the opportunity to accept, decline, or appeal the grade pursuant to LACCD Administrative Procedure 4230 and LACCD Administrative Procedure 4231.

Credit by Examination Process: Upon completion of a Student Education Plan, students interested in CPL using Credit by Examination shall receive credit as recommended by the appropriate division chair or faculty designee under the following circumstances:

1. The student shall complete the CPL assessment petition.
2. The student meets with the division chair or faculty designee for further instructions.
3. If the division chair or faculty designee determines that the student is eligible for Credit by Examination, the division chair or faculty designee will work with the student to make a mutually agreeable appointment to complete the examination.

If the division chair or faculty designee determine the Credit by Examination assessment completed by the student 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 and forward to the Admissions and Records office to be kept on file and recorded on the student transcript. Completed exam materials must remain on file with the division/program for three years.

Please note that for courses with external and industry accreditation and approval (most of our career technical programs), the college must follow stringent standards and conduct multiple exams including written, oral and hands-on lab/demonstration exams for each course.

More information about Credit by Examination can be found in LACCD Administrative Procedure 4235.