

## Credit for Prior Learning (CPL) Checklist

References: CLPCCD [Board Policy 4235](#) and [Administrative Procedure 4235](#); Title 5 Section 55002, 55021, 55023, 55025, 55050 and 55052; Education Code Section 66025.71, 66700, 70901, 70902, 78212, 79500.

- a. The District governing board has adopted and published policies pertaining to CPL.
- b. College CPL policies must be transparent and accessible to all stakeholders and published in the catalog, an addendum, or the next catalog publication.
- c. There are college processes in-place for faculty to undertake assessment processes with students, to ensure the student demonstrates sufficient mastery of the course outcomes as set forth in the course outline of record.
- d. Credit is 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.
- e. The College follows the process of granting credit first in General Education (GE) or program areas, and grants credit in electives only as a last resort.
- f. College CPL practice ensures a student's academic record is clearly annotated to reflect that credit was earned by assessment of prior learning.
- g. The College follows a procedure to refer a student, upon completion of their educational plan pursuant to California Education Code Section 78212 to the college's appropriate authority for assessment of prior learning if the student:
  - i. • is a veteran or an active-duty member of the armed forces, or
  - ii. • holds industry-recognized credentials, or
  - iii. • requests credit for a course based on their prior learning
- h. The College has a named individual or point of contact department who serves as the college's appropriate authority for assessment of prior learning.
- i. The College has a methodology to collect CPL data and disaggregate by gender and race/ethnicity to report to the state. (The governing board of each community college district shall review the credit for prior learning policy every three years and report findings to the Chancellor's Office). Findings to be reported include:
  - i. • the number of students who received credit for prior learning,
  - ii. • the number of credits awarded per student,
  - iii. • retention and persistence rates of students earning credit for prior learning,
  - iv. • completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
  - v. • qualitative assessments by students of the policies and procedures.
- j. The College can provide a URL where each college has posted their CPL policy.