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San José State University
Academic Senate
Curriculum and Research Committee
February 5, 2024
Final Reading

AS 1863

Policy Recommendation
Credit for Prior Learning

Whereas: The California State University Chancellor’s Office Executive Order EO 1036, [Policy on Credit for Prior Learning](#), mandates that each CSU campus “shall apply toward admission eligibility and/or the degree, academic credit earned from (1) examinations, (2) learning, skills, and knowledge acquired through experience, (3) learning acquired outside formal higher education and/or (4) education, training and service provided by the Armed Forces of the United States”; and

Whereas: San José State University currently only has two policies related to credit earned from examinations, namely “Credit by Exam for Challenge Examinations” ([F15-5](#)) and “Advanced Standing by Examination” ([F73-8](#)) and their amendments ([F15-11](#) and [F83-5](#)); and

Whereas: there is no policy addressing academic credit earned from other forms of prior learning and a new policy is needed to comply with the EO; and

Whereas: for clarity, it is desirable to combine [F15-5](#) and [F73-8](#) with the new policy; and

Whereas: some contents in the “Advanced Placement for Examination” section in [F73-8](#) are no longer relevant and the rest are deemed not necessary to be specified in a university policy; be it therefore

Resolved: that [F15-5](#), [F15-11](#), [F73-8](#), and [F83-5](#) are rescinded and the following becomes university policy.

Approved: January 29, 2024
Vote: 9-0-0

38 Present: Kourosh Amirkhani, Marc d'Alarcao, Megan Chang, Stefan
39 Frazier, Marie Haverfield, Heather Lattimer, Scott Shaffer,
40 Cristina Velarde, Hiu-Yung Wong
41
42 Absent: Ellen Middaugh, Richard Mocariski
43
44 Workload Impact: University catalog and website will need to be updated.
45 Faculty subject matter expert(s) in each program will need to
46 be appointed. Faculty subject matter expert(s) will need to
47 evaluate the credibility of prior learning. The Academic
48 Disqualification and Reinstatement Review Committee may
49 need to handle additional appeal cases. The Testing Office
50 needs to administer additional assessments.
51
52 Financial Impact: Increase in workload in the Testing Office. Faculty who
53 develop the assessment need to be compensated. Students
54 need to pay the assessment fees. Ideally, the cost will be
55 offset by the assessment fees.
56
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58

UNIVERSITY POLICY

Credit for Prior Learning

1. Background

64 As stated in the latest revised version of EO 1036 (August 22, 2023), [Policy on](#)
65 [Credit for Prior Learning](#), “awarding academic credit for prior learning promotes
66 access for fair and equitable recognition of prior learning, helps support student
67 retention and persistence, reduces time to graduation and assures quality and
68 equity across various academic experiences.” Four categories of credit for prior
69 learning are addressed in EO 1036, including academic credit earned from (1)
70 examinations, (2) learning, skills, and knowledge acquired through experience, (3)
71 learning acquired outside formal higher education and/or (4) education, training
72 and service provided by the Armed Forces of the United States.

74 This policy documents the procedures, criteria, and appeal processes for earning
75 academic credit from categories (1)-(4). Policies related to credit for exams are

76 inherited from the rescinded policies “Credit by Exam for Challenge Examinations”
77 ([F15-11](#)) and “Advanced Standing by Examination” ([F73-8](#)).
78

79 In this document, the general rules will be discussed followed by the policies of the
80 four categories in the order presented in EO 1036.
81

82 **2. General Rules**

83
84 Through prior learning assessment, an undergraduate student may be awarded up
85 to a total of 30 credit units (excluding AP and/or IB credits) and a graduate student
86 may be awarded up to a total of 6 credit units from the four categories of credit for
87 prior learning. Note that for graduate students, the total units earned through Open
88 University, credit transfer from institutions outside of SJSU, and credit for prior
89 learning cannot exceed 30% of the required units. Only units will be awarded (not
90 the grade) and the results will not be used in the GPA calculation.
91

92 Appeals should be submitted to the Office of Undergraduate Education for
93 undergraduate students or the College of Graduate Studies for graduate students
94 to be adjudicated by the Academic Disqualification and Reinstatement Review
95 Committee.
96

97 The objectives, policies, procedures, and bases for awarding credit for documented
98 prior learning shall be fully described in the SJSU catalog and web site.
99

100 **3. Credit for Exams** - SJSU awards credit to be applied toward the degree and/or 101 admission eligibility for students who pass a standardized examination or Credit by 102 Exam - Challenge Exam. Standardized examinations include Advanced Placement 103 (AP) Tests, International Baccalaureate (IB), and College Level Examination 104 Program (CLEP). 105

106 **A. Standardized Exam:**

107 **a. General Rules**

- 108 i. Evaluating appropriateness of examinations is performed by
109 Chancellor’s General Education Advisory Committee and the
110 current list can be found at [CSU Systemwide Credit for
111 External Examinations](#). The passing score and the minimum

112 amount of credit awarded for the calculation of admission
113 eligibility and toward the degree shall be based on this list.

- 114 ii. The name of the examination, student's score, and credit
115 earned shall be identified on the student's academic record.
- 116 iii. Students who enter with an Associate Degree for Transfer
117 (ADT), full or partial certification in CSU General Education
118 (GE) Breadth, **I-GETC**, any future CSU General Education
119 requirements, certifications that apply credits earned by
120 passing standardized examinations as authorized by CSU
121 policy and set forth in Section 3.A.a.i of this policy are
122 honored.
- 123 iv. Credit for passage of standardized examinations shall not be
124 awarded if
 - 125 1. the student has taken that examination within the
126 previous term and received a passing score,
 - 127 2. equivalent degree credit has been previously earned for
128 regular coursework, prior learning assessment, or other
129 instructional processes, or
 - 130 3. credit has been granted at a level more advanced than
131 the content level in the examination.
- 132 v. Care shall be taken not to award duplicate credit because of
133 overlapping tests, college-level courses, or both. Where there
134 is partial overlap, the amount of examination credit shall be
135 reduced.

136 b. **College Level Examination Program (CLEP) - ~~General Credit~~**. The
137 college level examination program (CLEP) is designed to be a means
138 through which recognition, academic credit and advanced placement
139 may be given for less conventional forms of educational experiences.
140 Those who may have reached a university level of education in
141 certain areas through home or correspondence study, on-the-job
142 training, television courses, **non-university-based online courses**, or
143 other means, may take the CLEP examination and receive credit
144 toward graduation. Students who have received conventional
145 university credit for courses taken in the areas covered by the
146 examination are not eligible to receive credit through the CLEP
147 examination.
148

149 ~~Students who complete the General Examination of CLEP with a~~
150 ~~score of 500 or better will receive 30 units of advanced credit as~~
151 ~~follows:~~

- 152
- 153 ~~Social Science—6 units in General Education~~
- 154 ~~Humanities—6 units in General Education~~
- 155 ~~Natural Science—6 units in General Education~~
- 156 ~~Elective Credit—6 units in General Education~~
- 157 ~~Elective Credit—6 units in the University~~
- 158

159 Specific details of the program may be obtained from the Testing
160 Office.

- 161
- 162 c. ~~College Entrance Examination Board Advanced Placement Program~~
163 ~~(GEEB) Advanced Placement (AP) Program of the College Board~~
164 ~~and International Baccalaureate (IB) –General Credit. California~~
165 ~~State University, San Jose San José State University grants credit~~
166 ~~toward its undergraduate degrees for successful completion of~~
167 ~~examination of the Advanced Placement Program of the College~~
168 ~~Board or the International Baccalaureate examination. College~~
169 ~~Entrance Examination Board. Students who present scores of three~~
170 ~~or better will be granted six semester units of university credit.~~
171 ~~Students who present passing scores will be eligible to receive~~
172 ~~credits in accordance to the university and the chancellor’s office.~~
- 173

- 174 B. **Special Examination / Course Credit by Exam (CBE) - Challenge Exam**
175 **- Specific Course Credit.** Credit by examination is designed to encourage
176 a regularly enrolled student to seek university credit in courses in which the
177 person appears to be reasonably well qualified by training or experience,
178 but for which ~~he~~ **the student** has not earned credit by the usual academic
179 processes. Courses for which credit by special examination may be earned
180 are determined by the department, from those listed in the current university
181 catalog. ~~Information about challenge examinations shall be included in~~
182 ~~campus catalogs and web sites. Course credit by examination may be~~
183 ~~granted as follows:~~
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- a. **CBE** - Challenge exams are not permitted to generate FTES, nor associated WTU (Weighted Teaching Units) workload.
 - b. For appropriate courses, available upon student request (per Title 5, §40408), SJSU ~~should~~ **shall** provide a challenge exam.
 - c. ~~Course credit by examination~~ **CBE - Challenge exam** will not be allowed in a course in which the student has received a failing grade in the same course previously attempted, or in which ~~he~~ **the student** has unsuccessfully sought credit by examination. Students are not eligible to take a CBE- Challenge exam for a particular course if that course has already been taken for a letter or CR/NC grade. A “W” grade shall not prevent a student from taking a CBE-Challenge exam. A student may not receive credit by examination via Challenge exam to remove a grade of “F,” “WU”, or “NC”. Students shall not be allowed to take a campus generated challenge examination for a particular course more than once. As is current practice, if a challenge exam is passed, then a grade of CR and a notation of CBE shall be recorded on the transcript. Earned units (UE) must be generated and these must be recorded on the SJSU transcript. Units earned through challenge exams will not be counted as part of the SJSU residency requirements. Only matriculated SJSU students are eligible to take CBE-Challenge exams.
 - d. Where there are existing AP or CLEP or IB exams that have been determined to earn General Education (GE), American Institutions (AI), and/or course credit (**see current SJSU Catalog for list**), these external exams should be used rather than campus generated challenge exams. If there is a discrepancy between the units earned according to the CBE website and the units assigned to the articulated course at SJSU, the units found at the CBE website shall be assigned.
 - e. Where there are no external AP or CLEP or IB exams equivalent to SJSU courses, the determination of whether “campus-originated challenge examinations” (per EO-1036) are available for a particular course is determined by the department or college curriculum committee, and not by individual faculty who may teach that course.

224 A list of courses allowable for CBE via challenge exams shall be
225 recommended by departments/colleges, approved by their
226 respective Dean's Offices, and maintained by the Office of
227 Undergraduate Education and College of Graduate Studies. Credit
228 by examination for 100W ~~and for 200-level graduate courses are~~ is
229 not eligible for CBE-Challenge Exams. Courses that are cross-listed
230 will be determined by the home department following consultation
231 with the other department.
232

233 f. The Registrar's Office shall work with the College of Graduate
234 Studies and Office of Undergraduate Education ~~Office of Graduate~~
235 ~~and Undergraduate Programs and the Testing Office~~ to develop
236 reporting forms, processes, and transcript notations consistent with
237 this policy.
238

239 g. The Testing Office will oversee registration and reporting results of
240 all campus challenge exams. The Testing Office can oversee
241 administration of the exam and will coordinate with the department
242 where needed. The Testing Office, in consultation with UE and CGS,
243 will determine the costs of administering the exams and propose a
244 fee to the Course Fee Advisory Committee. The Testing Office shall
245 establish deadlines for the test administration and work with the
246 Accessible Education Office if requested by the student. ~~Students~~
247 ~~must register for Challenge Exams with the Testing Office no later~~
248 ~~than 5:00 p.m., 28 days after the last day to add classes.~~
249

250 ~~h. The student will enroll in the course and indicate "credit by~~
251 ~~examination" in the regular registration procedure. Units of credit by~~
252 ~~examination are counted as part of the total unit load for which the~~
253 ~~student is registered in a given semester. Application for credit by~~
254 ~~examination shall be completed by the student and approved before~~
255 ~~the end of registration by the department and instructor offering the~~
256 ~~course, and by the Testing Office.~~
257

258 ~~i. The examination must be administered not later than the second~~
259 ~~week of instruction. The student must be notified of his success or~~
260 ~~failure by the end of the second week of instruction. If the student is~~
261 ~~successful, the grade "CR" will be reported to the Registrar at the~~

262 ~~end of the semester with the regular grade report for the class. If the~~
263 ~~student fails the examination, the student may elect to continue the~~
264 ~~course for credit, or the student may drop the course through the~~
265 ~~regular drop procedure.~~

266
267 ~~j. Requests for exceptions to these provisions and procedures shall be~~
268 ~~made by petition. The petition shall explain fully why the case is~~
269 ~~unusual and the nature of the inconvenience. The petition, obtained~~
270 ~~from the appropriate school dean, shall be granted when approved~~
271 ~~by the instructor, the department chairman and the school dean.~~
272 ~~Such approval shall be reported to the Testing Office.~~

273

274

275 **4. Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through**
276 **Experience (Experiential Credit Recognition)**

277

278 A. Conditions:

- 279 a. Students should be matriculated at SJSU at the time of awarding the
280 credit. Before academic credit becomes a part of a student's academic
281 record, undergraduate students shall complete 15 units at SJSU, and
282 graduate students shall complete 3 units in residence at SJSU.
- 283 b. Experiential learning has to be academically creditable and verifiable
284 through a prior learning assessment methodology.
- 285 c. Academic credit for learning, knowledge, or skills acquired through
286 experience shall not be used in determining eligibility for admission,
287 unless it was previously transcribed on the student's academic record.

288 B. Assessment:

- 289 a. Assessments for experiential credit recognition shall be created and
290 evaluated in accordance with academic standards by faculty subject
291 matter expert(s). One or more faculty **who are** subject matter experts
292 shall be appointed by the department chair or program director.
293 Supporting information may be supplied by a field supervisor and/or
294 employer. Examples of assessment methodologies include written
295 examinations, portfolios, personal interviews, demonstrations, and/or
296 other appropriate means of documentation. The individual program

297 should establish the appropriate assessment and inform the Testing
298 Office and UE or CGS.

299 b. The assessment of experiential credit recognition should be appropriate
300 to the applicant's degree objectives and/or general education
301 requirements.

302 c. The Testing Office will oversee the registration and reporting results of
303 all assessments of experiential credit recognition. The Testing Office can
304 oversee the administration of the assessment and will coordinate with
305 the department where needed. The Testing Office, in consultation with
306 UE and CGS, will determine the costs of administering experiential credit
307 recognition and propose a fee to the Course Fee Advisory Committee.
308 The Testing Office shall establish deadlines for the experiential credit
309 recognition administration and work with the Accessible Education Office
310 if requested by the student.

311 C. Credit and Academic record:

312 a. Credit shall be awarded for a specific university course or a specific
313 requirement.

314 b. For students who enter with an Associate Degree for Transfer (ADT), full
315 or partial certification in CSU General Education Breadth, and consistent
316 with CSU [policy on transfer](#), transcribed credit awarded for demonstrated
317 learning, knowledge, or skills acquired through experience shall be
318 accepted for articulation and transfer, including credits for CSU-GE
319 breadth, CSU-IGETC, and any future CSU General Education
320 requirements based on current system-wide articulation guidance.

321 c. The student's academic record shall identify the specific course or
322 category of degree requirement for which the student has received credit
323 for demonstrated learning, knowledge, or skills acquired through
324 experience.

325

326 **5. Credit for Prior Learning Acquired Outside of Traditional Higher Education**

327

328 A. Eligibility:

329 a. Students can earn academic credit for the completion of learning
330 acquired outside traditional higher education based on
331 recommendations provided by organizations that conduct evaluations of
332 training offered by employers or the military. Examples of such
333 organizations are the National College Credit Recommendation Service
334 (NCCRS) and the American Council on Education (ACE).

- 335 b. Students can also earn academic credit for other learning outside of
336 traditional higher education that utilizes learning assessment methods
337 such as portfolio assessment, attempted independently or as part of a
338 course, and industry-recognized credentials. Examples of industry-
339 recognized credentials are listed in [the ACE National Guide](#).
340 c. SJSU shall accept and award course credit as recommended by ACE
341 National Guide to College Credit for Workforce Training, as appropriate
342 for a student's academic objectives which is determined by the
343 department chair or program director-appointed faculty **who are** subject
344 matter expert(s).

345 B. Credit:

- 346 a. Credit shall be awarded for a specific university course or a specific
347 requirement.
348 b. For students who enter with an Associate Degree for Transfer (ADT), full
349 or partial certification in CSU General Education Breadth, and consistent
350 with CSU [policy on transfer](#), transcribed credit awarded for learning
351 acquired outside of traditional higher education shall be accepted for
352 articulation and transfer, including credits for CSU-GE breadth, CSU-
353 IGETC, and any future CSU General Education requirements based on
354 current system-wide articulation guidance.
355

356 **6. Credit for Education, Training and Service Provided by the Armed Forces of**
357 **the United States**

358
359 A. Scope:

360 This section pertains to education, training, and service completed during
361 military service but not at one of the many U.S. Armed Forces institutions that
362 are institutionally accredited to offer associate, bachelor's, master's, and
363 doctoral degrees. Education completed at one of those institutions should be
364 evaluated in the same manner as other institutionally accredited colleges and/or
365 universities.
366

367 B. Credit:

- 368 a. Students shall be granted undergraduate or graduate credit for learning
369 acquired through education, training, and service provided by the Armed
370 Forces of the United States as recommended by the [American Council](#)
371 [on Education \(ACE\) Military Guide](#). Such credit shall be applied as
372 appropriate towards the completion of students' academic programs

373 based on the number of units recommended by ACE in The Military
374 Guide.

375 b. Credit shall be awarded for a specific university course or a specific
376 requirement.

377 c. For students who enter with an Associate Degree for Transfer (ADT), full
378 or partial certification in CSU General Education Breadth, and consistent
379 with CSU [policy on transfer](#), transcribed credit awarded for education,
380 training, and service provided by the Armed Forces of the United States
381 shall be accepted for articulation and transfer, including credits for CSU-
382 GE breadth, CSU-IGETC, and any future CSU General Education
383 requirements based on current system-wide articulation guidance.

384 d. Completion of basic military training (boot camp) may be used to satisfy
385 Area E in the university's general education requirements, Title 5,
386 Section 40405.1(A)(5). However, satisfaction of Area E in this manner
387 does not exempt students from completing health courses required to
388 earn a teacher credential.

389 e. When assigning academic credit for the Defense Language Proficiency
390 Test (DLPT), three lower division semester hours for language shall
391 equate to three-semester units (or their quarter equivalent) in CSU GE
392 Breadth sub-area C2 or any future CSU General Education equivalent
393 sub-area. Moreover, [the ACE National Guide](#) should be followed.

394 C. Documentation and Academic Record

395 a. Both the completed military courses and the schools at which the work
396 was completed must be documented on Community College of the Air
397 Force (CCAF) transcripts or Joint Services Transcripts (JST).

398 b. The objectives, policies, procedures, and bases for the awarding of credit
399 for documented prior learning shall be fully described in the campus
400 catalog and website.

401 c. Credit earned for education, training, and service in the U.S. Armed
402 Forces shall be clearly identified in the student's academic record.

403 d. Acceptable documentation for awarding DLPT GE or Course Credit
404 includes:

405 i. Official Defense Language Institute Foreign Language (DLIFLC)
406 Transcripts

407 ii. Official Joint Services Transcripts (JST)

408 iii. Defense Manpower Data Center (DMDC) DLPT Examinee Results

409 iv. DA Form 330 Language Proficiency Questionnaire