

CATALOG ADDENDUM #2



CATALOG
2020-2021



**CATALOG AND ANNOUNCEMENT OF COURSES
ACADEMIC YEAR 2020-2021**

**CERRITOS COLLEGE
11110 ALONDRA BOULEVARD
NORWALK, CALIFORNIA 90650
(562) 860-2451
WWW.CERRITOS.EDU**

**CERRITOS COLLEGE
A PUBLIC COMMUNITY COLLEGE ESTABLISHED 1955**

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*The Cerritos College catalog represents an academic year beginning with the fall term and including the subsequent spring and summer terms.

This information is available on the Internet at

www.cerritos.edu

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Cerritos College
2020-2021 Spring Addendum

Notes from the office of Academics Affairs

During the 2020-2021 academic year, the Cerritos College Board of Trustees approved an updated Board Policy (BP) and Administrative Procedure (AP) which represents the college's protocol for awarding credit for prior learning in accordance with California state regulations. The following text is adapted from [BP 4235](#) and [AP 4235](#). The text updates language currently presented in the following sections of the [2020-2021 Cerritos College Catalog](#):

- Unit Credit for Military Service (p. 21)
- Credit by Examination (p. 27)
- Advanced Placement Exam Credit (p. 28)
- College Level Examination Program (p. 29)

CREDIT FOR PRIOR LEARNING

Cerritos College values students' previous educational and work experiences. The college offers credit for prior learning to provide students with increased access to course credit in pursuit of their educational goals. A student may be awarded a maximum of 30 units for credit based on prior learning (e.g., District-administered examination, Advanced Placement (AP) scores, and College Level Examination Program (CLEP) scores, military service/training).

In accordance with Title 5 Section 55050(d), credit for prior learning may be awarded only for individually identified courses with subject matter similar to that of the student's prior learning and only for a course listed in the College catalog. An award of credit should be made, if possible, to California Intersegmental General Education Transfer Curriculum, California State University General Education Breadth, and College general education requirements or requirements for a student's chosen program. Award of credit may be made to electives for students who do not require additional general education or program credits to meet their goals.

Student Eligibility for Credit for Prior Learning

The following eligibility criteria are generally applicable for students petitioning for credit for prior learning:

- Student must have previously earned credit or completed noncredit coursework at the District or be currently admitted to the District. High school students petitioning to receive credit for successfully completing high school coursework that has been formally articulated with a Cerritos College course are exempt from this requirement.
- Student must be in good standing at the College. [Title 5, Section 55050(e)]
- Current students must have an educational plan on file before credit will be awarded for prior learning.
- The student is not currently enrolled in or has not previously earned credit for the course to be challenged.

The following *additional* criteria apply for District-administered examinations (i.e., Credit by Examination):

- The student is currently enrolled at Cerritos College. [Title 5 Section 55050(e)]
- The student has an overall GPA of 2.0 in all college units attempted at Cerritos College. (NOTE: This requirement is waived for new entering students.)

- The course is listed in the most current college catalog and is approved for “Credit by Examination.” (Refer to Schedule of Classes for list of approved courses.)
- The student has met prerequisite(s) for the course.
- The student is not currently enrolled in or has not previously received credit for a more advanced course which follows the course in sequence. (NOTE: This may be waived by department).
- A student may attempt to receive credit by district-administered examination only once for any given course. Multiple attempts to receive credit by examination for the same course are not permitted.
- The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.
- The student has not already earned the maximum of 30 units for credit for prior learning. Limits to the Application of Credit Awarded for Prior Learning
- Credit awarded for prior learning is not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.
- Credit awarded for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree. [Title 5 Section 55050(h)]
- Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Students seeking credit for portfolio assessment should be encouraged to consult with a counselor regarding transfer requirements at particular institutions.

District-Administered Examination (Credit by Examination)

Cerritos College may grant students credit for successfully passing District-administered examination as recommended by the appropriate department chair or faculty designee under the following conditions:

- The department has approved and maintains documentation of the district-administered examination. A separate examination shall be conducted for each course for which credit is to be granted. [Title 5 Section 55050(e)]
- The student has submitted the appropriate petition for Credit for Prior Learning assessment available in the Counseling or Admissions and Records Office.
- If the department chair or faculty designee has determined that the student has passed the district-administered examination, the appropriate faculty shall document the assigned grade on the appropriate form and forward all documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

In an effort to promote equitable access to credit for prior learning, students are currently not charged a fee for district-administered examinations.

Advanced Placement (AP) Examination

Cerritos College may provide advanced placement and credit for students who score a 3, 4 or 5 on a College Board Advanced Placement (AP) Examination and who meet the eligibility requirements outlined in the *Student Eligibility for Credit for Prior Learning* section above.

The student shall be responsible for submitting official College Board documentation to the Admissions and Records Office to verify test scores.

Any student who passes a College Board AP exam with a minimum score of three (3) in a subject matter will be awarded credit in a general education area with a subject matter similar to that of the AP examination. For any AP examination that the College does not offer a course similar in content, the College will award credit in the General Education area shown on the California Community College General Education AP List. If there is no General Education area that fits the AP Examination, the College may award elective credit.

Please refer to the AP Exam chart presented on p. 28 in the 2020-2021 college catalog for information about how AP credits can be used to satisfy Cerritos College general education requirements.

Students wishing to apply AP credit toward one of the transfer general education and unit requirements for admission should refer to the appropriate table on the Transfer Center website at www.cerritos.edu/transfer-center. Students wishing to apply AP credit toward transfer major requirements should refer to the receiving institution's policy which can often be found in the receiving institution's university catalog. Students interested in either of these options should consult with a Cerritos College counselor.

College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) gives college students the opportunity to receive college credit by earning qualifying scores on standardized examinations. Students who meet the eligibility requirements outlined in the *Student Eligibility for Credit for Prior Learning* section above may be awarded credit for CLEP examinations under the following conditions:

- Three (3) units of credit may be awarded for each general examination on which a student scores 50 or higher. All official transcripts from CLEP must be submitted directly to the Admissions and Records Office to receive credit.
- CLEP general examination credit may be used to satisfy General Education requirements for the Associate in Arts degree. Requests for CLEP general education credit should be submitted to the Admissions and Records Office. NOTE: Credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. Transferability of credit is determined by the receiving college or university. Students seeking credit based on CLEP scores should consult with a counselor regarding transfer requirements at particular institutions.
- Credit for Subject Examinations may be granted for scores of 50 or more.
- A maximum of 30 units of CLEP credit may be used for an Associate in Arts degree.
- CLEP credit may not be used to improve a previous grade earned in a course.
- No CLEP credit may be earned for any course in which the student has already received a grade.
- CLEP credit posted to another institution's transcript is reevaluated based on Cerritos College's standards.

Please refer to the CLEP Exam chart presented on p. 29 in the 2020-2021 college catalog for information about how CLEP credit can be used to satisfy Cerritos College general education requirements.

Departmental approval is required to determine whether CLEP scores will satisfy requirements for the major.

Military Service/Training

Veterans who have served on active duty a period of one year or longer and who have received other than a dishonorable discharge may be granted four (4) units of credit. The units will be designated as "Military Credit" on the transcript. To apply for these units the veteran must present the D.D. Form 214 to the Admissions and Records Office. Credits are elective credits for the Associate degree only and do not apply to certificate programs.

Students interested in Credit for Prior Learning based on evaluation of Joint Service Transcripts (JST) or other military-issued transcripts (e.g., Community College of the Air Force – CCAF; Defense transcripts) may receive credit as recommended by the American Council on Education (ACE) Directory and approved by the appropriate discipline faculty of the college under the following circumstances:

- Official transcripts documenting military training must be on file in the Admissions and Records Office.
- Credit course equivalency shall be determined by the faculty of the appropriate discipline.

Industry-Recognized Credentials

Students interested in Credit for Prior Learning based on industry-recognized credential(s) shall receive credit as recommended by the appropriate department chair or faculty designee:

- The Office of Admissions and Records shall grant credit for industry-recognized credentials that have already been evaluated and approved by the appropriate department chair or faculty designee
- If an industry-recognized credential has not yet been evaluated and approved by the department:
 - The student shall meet with the department chair or faculty designee to receive further instructions regarding the assessment of industry-recognized credentials.
 - The student shall submit all documentation related to the industry-recognized credential to the department chair or faculty designee for assessment of prior learning.
 - If the department chair or faculty designee determines the industry certification adequately measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall document the assigned grade on the appropriate form, attach a copy of the industry-recognized credential(s), and forward all documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

Student-Created Portfolio Assessment

Students interested in Credit for Prior Learning using a student-created portfolio shall receive credit as recommended by the appropriate department chair or faculty designee under the following conditions:

- The department has approved and maintains documentation of (a) course-specific rubric(s) to assess portfolios for credit.
- The student has met with the department chair or faculty designee to receive specific instructions for submitting a student-created portfolio assessment.
- The student has submitted all portfolio documents to the department chair or faculty designee for assessment of prior learning.
- The student has submitted the appropriate petition for Credit for Prior Learning assessment available in the Counseling or Admissions and Records Office.
- If 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, the appropriate faculty shall document the assigned grade on the appropriate form and forward all documentation to the Admissions and Records Office to be kept on file and recorded on the student transcript.

Prior Learning Assessment Grading Policy

Grading shall be according to the regular grading system in accordance with Administrative Procedure 4230 Grading and Academic Record Symbols. [Title 5 Section 55050(g)]

Students shall be offered a “Pass/No Pass” option, in accordance with Administrative Procedure 4232 Pass/No Pass Grading Option, if that option is ordinarily available for the course. [Title 5 Section 55050(g)]

Students shall be given the opportunity to accept, decline, or appeal the grade assigned by the faculty, and in cases of Credit by Examination, pursuant to AP 4230 Grading and Academic Record Symbols and AP 4231 Grade Changes. [Title 5 Section 55050(k)]

Transcription of Credit for Prior Learning

The student’s academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning. [Title 5 Section 55050(f)]