

## **AP 4235 CREDIT BY EXAMINATION**

### **References:**

Title 5 Section 55050

The District supports the general proposition that the full value of classroom learning experiences cannot be measured by an examination. Students who have achieved an equivalent knowledge, understanding, and experience required by regular college courses may receive units of credit upon successful completion of a discipline approved examination. Credit by Examination is offered under the provisions of the California Administrative Code, Title 5 and the process is included in the Administrative Policy. The Credit by Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by faculty of the discipline.

### **A. Student Eligibility for Credit by Examination**

1. Students applying for Credit-by Examination need to have documented, extensive experiences that have prepared the student in the subject matter at the time of application.
2. Documentation must be presented at the time of application.
3. The student must be registered at the College and in good academic standing.
4. The student may not be enrolled or have previously completed the same course or a more advanced course for which credit by examination is requested.
5. The student may challenge a course only once for credit by examination.

### **B. Application and Administration of Credit by Examination**

1. The student may apply for Credit by Examination through the petition process for courses listed in the Catalog.
2. Courses listed in the catalog as credit by examination must be discipline approved and have developed a commonly accepted assessment tool.
3. Courses available for Credit by Examination shall be disclosed on College websites.

4. The petition must be approved by the relevant discipline faculty, Division Dean and Vice President of Academic Services.
5. Applicable fees/and or tuition, not to exceed the enrollment fee which would be associated with the course for which the student seeks credit by exam, must be paid at the Office of Admissions and Records.
6. Arrangements for completing the examination and the actual administration will be made between the student and the faculty after the petition is approved.
7. The student must not have previously attempted the course by examination in any manner and/or failed.

### **C. Awarding of Credit through Credit by Examination**

1. Upon completion of the examination, the administering instructor will verify the course and number of units to be received and will assign an appropriate grade.
2. Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a “pass-no-pass” option if that option is ordinarily available for the course (Title 5, Article 5, section 55050, f).
3. Grades on transcript will reflect “credit by examination,” with a faculty issued grade.

### **D. Limitations of Credit by Examination**

1. Credit by Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the College.
2. The student will not be permitted to receive a certificate or an associate degree using credit by examination for more than three quarters of the units completed at the District.

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**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel. This document was reviewed by the administrative team on April 10, 2013. This document was reviewed by representatives of the Academic Senates on December 12, 2013.

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#### **Date Approved:**

*(This is a new procedure recommended by the Policy and Procedure Service)*