

Students and Student Services

Administrative Rules and Procedures

5235 Credit by Examination

Comprehensive Examination Approved or Conducted by proper authorities of the College

1. Eligibility

Any student applying for Credit by Examination will be expected to have had extensive experiences which have prepared the person in the subject matter and for which the individual can provide acceptable evidence of those experiences at the time of application. The student must be registered at one of the colleges and in good academic standing.

An individual student may petition for Credit by Examination for any course listed in the college catalog. In addition courses offered at the secondary level, which have been approved for articulation status, may also be approved for Course-wide Credit by Examination status at the discretion of the college discipline faculty. (Note: All references to college discipline faculty shall mean the majority of faculty in that discipline). In this instance, the student presenting evidence of completion of the articulated course at the secondary level will be granted credit for the course under Credit by Examination policy.

The curriculum committee must approve policies and procedures for Course-wide Credit-by-Examination. The nature and content of the comprehensive examination shall be determined solely by the college faculty in the discipline that normally teaches the course for which credit is to be granted. The faculty shall determine that the examination adequately measure mastery of the course content as set out in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose. The college will maintain a current inventory of all courses in Course-wide Credit by Examination status. Discipline faculty will periodically review the courses within their disciplines in such status.

2. Application and Administration

- a. **Individual Student Application:** An individual student may apply for Credit by Examination through the petition process for courses listed in the college catalog, regardless of the status of the course at the high

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school level. (i.e., Articulation, Course-wide Credit by Examination, or neither). The petition must be approved by the appropriate discipline faculty and by the Division Dean. Applicable fees/and or tuition must be paid at the Office of Admissions and Records. Arrangements for completing the examination and the actual administration will be made between the student and the instructor after the petition is approved. The examination itself may take a variety of forms, including written, oral, demonstration or a combination of methods.

- b. **Course-wide Credit by Examination:** This process applies only in those instances where the course itself is approved for course-wide Credit by Examination status (following procedures approved by the college curriculum committee), and appears in the inventory of such maintained by the college. In these circumstances, in order to receive college credit, the student must complete the Application for Credit by Examination for Articulated Courses form. Supporting documentation will include evidence from the secondary institution of completion and grade(s) awarded. Applicable fees/and or tuition must be paid at the Office of Admissions and Records.

3. Awarding of Credit

- a. **Individual Student:** Upon completion of the examination, the administering instructor will verify the course, number of units to be received and will assign an appropriate grade. Students shall be offered a credit/no-credit option if that option is normally available for the course. The student must achieve a grade of "C" or better to be awarded credit under the Credit by Examination policy.
- b. **Course-wide Credit-by-Examination:** Credit will be granted as a result of completing the process described under 2b, (above). The assigned grade will be the grade received at the secondary level provided that the student achieved a grade of "C" or better. Discipline faculty may institute a higher grade requirement. Students shall be offered a credit/no-credit option if that option is normally available for the course. Where the student does not receive a grade of "C" or better (or the higher grade requirement if established by the discipline faculty), he or she will be expected to complete the course in the usual manner.

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4. Records

The College Registrar, or designee, will annotate the student's permanent record (transcript) to indicate that the credit earned for the course in question was through Credit by Examination

5. Limitations

This Credit by Examination coursework may not be counted as part of the 12-unit residency requirement necessary for graduation from the colleges.

The amount of credit which may be earned and counted toward graduation at the District Colleges is normally limited to 10 semester units. Under certain circumstances, advanced placement credit may be awarded to a diploma graduate in nursing which may include up to 30 semester units (one year) of academic credit.