



### **CREDIT BY EXAM**

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of *3 or higher* on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

#### **Determination of Eligibility to Take the Examination:**

- The student must be currently registered in the college and in good standing;
- The student may not have earned college credit in a more advanced subject matter;
- The student must satisfy all stated prerequisite(s)/corequisite(s).
- The course must be approved for Credit by Exam through the curriculum process.

#### **Process for Credit by Exam:**

- The student must complete and submit a Petition for Credit by Exam to the Office of Admissions and Records.
- The petition must be approved by the appropriate Dean of Instruction.
- A student will be charged a Credit by Examination fee which will equal the enrollment fee associated with enrollment in the course for which the student seeks credit by examination.
- The student will not be enrolled in the course for which the student seeks credit by examination.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- Credit by examination can only be taken for a letter grade with the exception of those courses designated for pass/no pass only. Courses taken for credit by examination meet major requirements, except those courses designated pass/no pass only.
- Courses where credit by examination is earned may not be repeated for credit by classroom attendance unless a substandard grade is earned (D, F or NP.)
- The student's academic record will clearly indicate that the credit was earned by examination.
- A grade of incomplete may not be assigned.
- Each approved course may be challenged only once.
- A maximum of 12 units of credit may be earned by examination.

Reference: Title 5, Section 55050