

Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

Title AP 4235 CREDIT BY EXAMINATION Number AP 4235

Status Active

Legal [Title 5, Section 55052](http://weblinks.westlaw.com/result/default.aspx?action=Search&amp;cfid=1&amp;cnt=DOC&amp;db=CA%2DADC&amp;eq=search&amp;fmqv=c&amp;fn=%5Ftop&amp;method=TNC&amp;mt=Westlaw&amp;n=1&amp;origin=Search&amp;query=CI%28%225%2BCA%2BADC%2BS%2B55052%22%29&amp;rlt=CLID%5FQRYRLT5580563212155&amp;rltdb=CLID%5FDB87737553212155&amp;rlti=1&amp;rp=%2Fsearch%2Fdefault%2Ewl&amp;rs=GVT1%2E0&amp;service=Search&amp;sp=CCR%2D1000&amp;srch=TRUE&amp;ss=CNT&amp;sskey=CLID%5FSSSA20737553212155&amp;sv=Split&amp;tempinfo=FIND&amp;vr=2%2E0)

[Title 5, Section 55050](http://weblinks.westlaw.com/result/default.aspx?action=Search&amp;cfid=1&amp;cnt=DOC&amp;db=CA%2DADC&amp;eq=search&amp;fmqv=c&amp;fn=%5Ftop&amp;method=TNC&amp;n=1&amp;origin=Search&amp;query=CI%28%225%2BCA%2BADC%2BS%2B55050%22%29&amp;rlt=CLID%5FQRYRLT90778254171410&amp;rltdb=CLID%5FDB42481254171410&amp;rlti=1&amp;rp=%2Fsearch%2Fdefault%2Ewl&amp;rs=GVT1%2E0&amp;service=Search&amp;sp=CCR%2D1000&amp;srch=TRUE&amp;ss=CNT&amp;sskey=CLID%5FSSSA42481254171410&amp;tempinfo=FIND&amp;vr=2%2E0)

Granting unit credit for a course by examination is based on the principle that previous experience, training, or instruction is the equivalent of a specific course taught by the college.

**Courses Eligible for Credit by Examination:**

All courses shall be open to credit by examination unless specifically exempted.

Academic divisions of the District Colleges determine the courses for which credit by examination may be granted. The Office of Student Learning maintains a current list of courses excluded from Credit

by Examination.

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

Advanced Placement (AP): Students who earn scores of 3, 4 or 5 on the College Board AP Examinations taken before high school graduation will receive 3- to 6 units of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).

International Baccalaureate (IB): Students who complete the IB diploma with a score of 30 or above will receive 20 units of credit. Students completing IB Higher Level examinations with scores of 5, 6 or

7 will receive 6 units of credit for each exam. A score of 4 or higher on the IB Mathematics HL exam will satisfy the math competency requirement for the associate degree. Students will not receive credit for Standard Level exams.

College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP

exam will receive 3 to 6 units, depending on the exam.

College Examinations: Students receive credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.

High School to College Articulation: high school students may be granted college credit pursuant to established articulation agreements between the high school and college. ~~Credit will be awarded as~~ ~~“credit by examination."~~ Credit will be awarded with a letter grade and notated as”Credit By Exam”. The per-unit fee for credit by examination will not be charged for credit awarded under this provision.

**Cut Scores**

The number of units awarded for each type of examination is subject to change based on the establishment of cut scores and/or other evaluative measures developed by college faculty in

collaboration with the Academic Senates and Consultation Council.

**To Receive Credit for AP, IB and CLEP Examinations:**

The evaluation of credit for AP, IB and CLEP examination scores is done by a college counselor. Counselors may require additional documentation or information as necessary to determine eligibility for external credit.

Credit granted for the examinations may be counted as credit toward an associate degree. The faculty at each college of the district will determine how the credit is used to satisfy general education and majors requirements for the associate degree.

Credit granted for these examinations may also be counted toward the satisfaction of IGETC or CSU- GE areas as allowed by the applicable standards for each form of transfer general education certification.

Credit awarded for AP, IB and CLEP examinations shall not impact the student’s GPA.

Students granted credit for AP, IB or CLEP examinations shall not earn credit toward an associate degree for duplicated college courses.

Other colleges or universities may have different policies concerning the granting of credit for AP, IB and CLEP examinations, and will evaluate the examinations based upon their own policies and practices.

Units (Credits) granted for the AP, IB or CLEP exams will not be subject to the unit limits for credit-by- exam or PASS/NO PASS grading which otherwise apply within the district.

**To Receive Credit by Examination for a Locally Administered Test:**

Official transcripts of all previous coursework must be on file with the college before a petition for credit by examination is submitted to a counselor.

The appropriate petition, a “Petition for Credit by Examination,” will be completed by the student and a college counselor, and forwarded to the appropriate academic division for administration of the examination.

Petitions must be approved by the division dean and received by the administering instructor no later than Friday of the tenth week of the full-length semester.

The examination is to be administered prior to the last day of the final examination period.

**Determination for Eligibility for Credit by Examination (locally administered test):**

The course that the units will apply to must be listed in the college catalog.

The student must be currently registered and in good standing at the college administering the exam. The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

**Units and Grades Recorded for Credit by Examination (locally administered test)**:

~~Credit units are assigned for work of such quality as to warrant a letter grade of “C” or better.~~

~~no other grade or units will be recorded.~~

Transcript entries shall distinguish credit units obtained by examination from credit units obtained as a result of regular course enrollment.

~~Students who are unsuccessful in an attempt to challenge by examination will not receive a NP (no pass) grade, and no record of the attempt for credit by examination will appear on a student’s transcript~~.

A student seeking credit by examination will receive the appropriate letter grade (A, B, C, D, F or P/NP) and *will be charged the current enrollment fee per unit regardless of the grade received*. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F or NP and a record of the attempt for credit by examination will appear on a student’s transcript.

**To Receive Credit by Examination for a High School Articulated Course:**

The student will apply online to one of the colleges in the VCCCD and create an account in the CATEMA tracking system.

The High School Petition for Credit by Examination with required signatures will be completed at the time the student is enrolled in the equivalent high school course and submitted to the registrar after the student successfully completes the course~~as a record of the request~~.

The student passes the college’s course via a comprehensive exam or evaluation determined solely by college faculty in the discipline.

**Determination for Eligibility for Credit by Examination (High School Articulated Course):**

The course that the units will apply to must be listed in the college catalog.

The student must be currently registered and in good standing at the college administering the exam. The student has not earned college credit in more advanced subject matter; and, has not received a grade (A, B, C, D, F, CR, P, CRE, NC or NP or equivalent), in the course for which he or she is seeking Credit by Examination at this or any other educational institutions.

**Units and Grades Recorded for Credit by Examination (High School Articulated Course)**:

~~Credit units are assigned for work of such quality as to warrant a letter grade of “C” or better.~~

The student will receive the appropriate credit units if he or she satisfactorily passes the examination; a letter grade and units will be recorded and “Credit By Examination” will be notated on the transcript for the term in which it was earned.

Students who are unsuccessful in obtaining a standard grade of C or better will not be allowed to petition for credit and no record of the attempt for credit by examination will appear on a student’s transcript.

**Limits of Credit by Examination (All Methods):**

Students may challenge a given course only once.

~~Credits acquired by examination are not applicable to meeting of such unit load requirements as~~

Credits acquired by examination are not counted in determining the 12 semester hours of credit in residence required for an Associate Degree.

Students should be aware that other colleges may not accept credit by examination for transfer purposes.

A student should be advised that the use of units granted through Credit by Examination to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. (Exceptions to the above may be made when necessary to meet provisions of California state law or the rules and regulations of state agencies governing programs of the California Community Colleges.)

A student may challenge no more than 12 units or 4 courses under the Credit by Examination policy towards an Associate Degree or Certificate of Achievement, except that units awarded for AP, IB and CLEP examinations shall not be subject to such limit.

Credit by examination may be granted in only one course in a sequence of courses, as determined by prerequisites, and may not be granted for a course which is prerequisite to the one in which the student is currently enrolled, except that credit may be granted for more than one course in a sequence of required courses when approved by the administrator responsible for vocational programs, or where the curriculum in occupational programs makes it necessary.

See Board Policy 4235, Board Policy and Administrative Procedure 4050, and Administrative Procedure 4051.