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

Title 5, Section 55051

Title 5, Section 55050

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

**DOCUMENTING CREDIT EARNED BY EXAMINATION:**

* For credit earned through the credit by examination provisions, the student’s academic record shall be clearly annotated to reflect that credit was earned by examination.

**CREDIT BY EXAMINATION MAY BE OBTAINED BY ONE OF THE FOLLOWING METHODS:**

1. External Examinations: (Title 5 Section 55052)

a. 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~~ credit for each exam as specified in the catalog of the District College. ~~Credit is granted based on the student’s catalog rights. of credit for each exam (3 units for one-semester courses and 6 units for two-semester courses).~~

b. International Baccalaureate (IB): Students who complete the ~~IB diploma with a score of 30 or above, and/or will receive 20 units of credit. S students completing~~ IB Higher Level examinations with scores of 4, 5, 6, or 7 will receive ~~6 units of~~ credit for each exam as specified in the catalog of the District College. 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. ~~Credit is granted based on the student’s catalog rights.~~

c. College Level Examination Program (CLEP): Students who earn scores of 50 or higher on a CLEP exam will receive credit for each exam as specified in the catalog of the District College. ~~Credit is granted based on the student’s catalog rights.~~ ~~will receive 3 to 6 units, depending on the exam.~~

1. Internal Departmental Examinations: ~~College~~ Internal Credit by Examinations (locally administered tests):

a. Students will receive credit by satisfactory completion of an examination administered by the District College in lieu of completion of a course listed in the college catalog, provided that Credit by Examination is permitted for the course. See the Courses Excluded from Credit by Examination list maintained by each District College. Credit will be awarded with a letter grade and/or P/NP (if the latter is ordinarily available for the course). If a letter grade is awarded, it will be incorporated in the computation of the student’s grade point average.

b. A student may be granted credit if he or she satisfactorily passes an examination approved and conducted by the District College discipline faculty. Such credit may be granted only to a student who is registered at the District College and ~~in good standing~~ not on either academic probation or progress probation, and only for a course listed in the District College’s catalog.

c. The nature and content of the exam shall be determined solely by the District College discipline faculty in accordance with Title 5 Section 55002. The examination must be conducted on the campus of a District College or at a District satellite site.

d. Units for which credit is given pursuant to this provision shall not be counted in determining the 12 semester hours of credit in residence requirement for an associate degree.

e. A District College shall charge a student a fee for administering an examination pursuant to this provision which is equal to the enrollment fee for the course. ~~Alternatively, a student may enroll in the course and challenge it through the Credit by Examination provision.~~

1. High School to College Articulation: (Title 5 Section 55051)

High school students may be granted college credit pursuant to established articulation agreements between the high school and a District ~~c~~College. ~~Credit will be awarded with a letter grade and notated as “Credit by Exam.”~~ The Board of Trustees shall permit articulated courses to be applied to certificate or associate degree requirements in accordance with this provision. The per-unit fee for high school credit by examination will not be charged. Articulated high school courses may be accepted in lieu of comparable District College courses to partially satisfy:

a. Certificate requirements, including the total number of units required for the certificate; or

b. The major or area of emphasis requirements in a degree program.

Students who complete articulated comparable courses must pass an exam to earn college credit for general education and/or major requirements for the associate degree.

**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 District college faculty in collaboration with the Academic Senates ~~and Consultation Council.~~ and /or a CSU Chancellor’s Office policy as pursuant to the AB 1985, and /or Intersegmental General Education Transfer Curriculum (IGETC) Standards, Policies and Procedures latest version.

**~~To Receive~~ CREDIT FOR External Examinations (AP, IB, AND CLEP EXAMINATIONS)**

* The evaluation of credit for AP, IB, and CLEP examinations ~~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 District College ~~of the district~~ will determine how the credit is used to satisfy general education and major 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~~.
* ~~The examination is to be administered prior to the last day of the final examination period.~~

**CREDIT FOR INTERNAL CREDIT BY EXAMINATION**

1. **Determination for Eligibility ~~for Credit by Examination~~:**

* The examination is to be administered prior to the last day of the final examination period.
* 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~~ not on ~~either~~ academic probation, ~~or~~ progress probation, or dismissal at ~~the~~ any District College ~~administering the exam~~.

1. **Receive Credit by Examination ~~for a Locally Administered Test (IV)~~:**

* The student has not earned college credit in more advanced subject matter, and has not received a grade (A, B, C, D, F, W, CR, P, CRE, NC, or NP or equivalent), in the course for which he or she is seeking Credit by Examination at ~~this~~ a District College or any other educational institutions.
* The appropriate petition (a “Petition for Credit by Examination” form) 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.

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

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

**CREDIT BY EXAMINATION FOR A HIGH SCHOOL ARTICULATED COURSE:**

1. **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 at an articulated high school, and in good standing (as this is defined by that high school). ~~the college administering the exam.~~
* The student has not earned college credit in more advance subject matter, and has not received a grade (A, B, C, D, F, W, CR, CRE, NC, or NP or equivalent), in the course for which he or she is seeking Credit by Examination at a District College ~~this~~ or any other educational institutions.

1. **~~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 a ~~the CATEMA~~ District 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.
* The student passes the college's course via a comprehensive exam or evaluation determined solely by a District College faculty in the discipline.

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

* ~~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 credit-by-examination course only once.
* Credits acquired by examination are not counted in determining the 12 semester units ~~hours~~ of credit in residence required for an ~~A~~associate ~~D~~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 ~~C~~credit by ~~E~~examination policy towards establishing 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 ~~C~~credit-by-~~E~~examination policy towards an ~~A~~associate ~~D~~degree or a c~~C~~ertificate of a~~A~~chievement, except that units awarded for AP~~,~~ and 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 a 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.

**DOCUMENTATION OF ALLOWABLE CREDIT AWARDS**

Each District College shall maintain records of the courses for which units of credit may be granted through Credit by Examination. These records shall be maintained either in the Office of Academic Affairs or in the Student Services Office.

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