ADMINISTRATIVE PROCEDURE 4235 CREDIT BY EXAMINATION

I. Credit by Examination may be obtained by one of the following external examination methods:
   A. Achievement of a score of 3, 4, or 5 on an Advanced Placement Examination administered by the
      College Entrance Examination Board.
   B. Achievement of a score that qualifies for credit by examination in the College Level Examination
      Program.
   C. Achievement of a score that qualifies for credit by examination in the International Baccalaureate
      Program.

II. Details regarding each examination process are to be published in the college catalogs and are
    reviewed by the college Articulation Officers.

III. Credit by examination can also be obtained through satisfactory completion of an examination
     administered by the college in lieu of completion of a course in the college catalog.

IV. Rules for Credit by Examination through a college administered examination:
   A. The student must be currently registered in the college and have completed 12 units at the
      college for residency purposes.
   B. The student must have a minimum cumulative grade point average (GPA) of 2.0.
   C. The student must be in good standing and have no financial obligations owed to the Peralta
      Community College District.
   D. The course is listed in the college catalog as having a credit-by-exam option.
   E. A grade of incomplete (I) may not be assigned for Credit by Examination. The student’s grade
      shall be recorded on his/her academic record, even if it is substandard. The student will not have
      the option of rejecting a substandard grade.
   F. Credit by Examination counts as enrollment for repeatability purposes.
   G. The student may make only one attempt of Credit by Examination per course.
   H. The student may not earn more than 12 units of Credit by Examination for an associate degree
      and 6 units toward a certificate of achievement.
   I. The student must pay the fees equal to the enrollment fee cost of the course (BOGFW does not
      cover this fee).
   J. Although the University of California and the California State University accept, with certain
      limitations, appropriate credits obtained by examination, there is no guarantee that other
      institutions will do so.
   K. The grade obtained through Credit by Examination will be recorded on the transcript (academic
      record) with a descriptor CE (Credit by Examination).
   L. Basic Skills courses, laboratory courses, physical education activity courses, and basic courses in
      the student’s native language are excluded from Credit by Examination consideration.
   M. Credit by Examination is not available where:
      1. the student already has completed a more advanced course in the discipline.
      2. the student previously has received an evaluative symbol grade (A, B, C, D, F, W, FW, CR,
         P, NC or NP) for a course taken at one of the Peralta colleges.
      3. the student has failed a Credit by Examination test (cannot petition to retake the course by
         Credit by Examination)
   N. Grades issued upon completion of Credit by Examination will be included in the calculation of the
      student’s grade point average for determining scholarship awards.
   O. Credit by Examination only shall be available in Fall and Spring semesters. The student must be
      enrolled at the college or enrolled in an approved CTE/high school articulated program during the
      semester in which the Credit by Examination is attempted.
P. The petition for Credit by Examination must be completed and submitted to the Office of Instruction by the beginning of the fifth (5th) week of the semester and the examination must be completed before the end of the semester.

Q. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, Social Security benefits, athletics, or residency for financial aid.

R. Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

V. Credit by Examination Procedure

A. Student obtains a Petition for Credit by Examination from the Office of Instruction or from a Counselor.

B. Student completes the Student Information section of the petition and submits it to a Counselor for Verification of Eligibility:

1. Currently enrolled at the college in the semester in which the exam is to be taken
2. In good academic standing
3. Has less than 15 units earned through Credit by Examination
4. Not currently enrolled in the course to be challenged through Credit by Examination
5. Grade Basis selected (as appropriate to the course)

C. Once the Verification of Eligibility has been completed, the student picks up the Petition from the Counselor.

D. Student meets with the department chair of the discipline to receive approval for the petition. If approved, a full-time instructor is assigned to administer the examination and the student makes arrangements to take the examination.

E. Student takes approved petition to the Cashier’s Office (Bursar’s Office) for payment of fees and receipt. Fees are non-refundable regardless of the outcome of the exam. BOGW cannot be used for payment of Credit by Examination fees. Fees must be paid after department approval is granted and before the examination is administered.

F. Student submits approved petition to the instructor administering the examination. The instructor will record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the department chair.

G. The department chair will review and sign the petition, and forward it to the Office of Instruction. Completed examination materials must remain on file in the Office of Instruction for three years.

H. The Office of Instruction will assign a class number for the examination and forward the petition to the Office of Admissions and Records to be processed.

I. The Office of Admissions and Records will post the course and assigned grade to the student’s academic record (transcript). The petition will be retained in the Office of Admissions and Records.

Reference:

Title 5 Section 55050

Approved by the Chancellor: July 26, 2012