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 Owner: Academic Senates Academic Senates:
 Policy Area: Chapter 4 Academic Affairs
 References: Good Practice/Optional

AP 4235 Credit by Examination

(Replaces current SBCCD AP 4235)

~~**NOTE:** This procedure is optional but it legally advised if the Board of Trustees has approved a policy to allow credit by examination.~~

Credit by Examination may be obtained by one of the following methods: ~~(Colleges must determine appropriate methods. The following are common.)~~

- Achievement of a score of ~~{3 or higher}~~ 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 (CLEP).
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

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

- The student must be currently registered in the college and in good standing,
- The course is listed in the college catalog,
- 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.**~~ Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

~~**NOTE:** Additional local procedures may be inserted, which must include:~~

- ~~• The student's academic record clearly indicates that the credit was earned by examination.~~
- ~~• Limits on the number of units that may be applied to the Associate degree.~~
- ~~• Other limits on student and course eligibility for credit by examination.~~
- **From current SBCCD AP 4235 titled Credit by Examination**

Eligibility

The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent

employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).

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A. Administration

Administration

Upon filing of the application, the student will be directed to the appropriate instructor who will determine and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.

B. Notation to Record

Notation to Record

The student's permanent record shall be clearly annotated to reflect that credit was earned by examination.

C. Financial Aid

Financial Aid

Credits earned through credit by examination are not eligible for financial aid.

D. Waivers

Waivers

The 12-unit residency rule may be waived by the Vice-President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.

In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.

Reference:

~~Title 5 Section 55050~~ Title 5 Section 55050

Attachments:

[AP 4235 Credit By Examination - Comments](#)
[AP 4235 Credit By Examination - Legal Citations](#)
[AP4235 -OLD.pdf](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
Academic Senates	Mark McConnell	pending

Step Description	Approver	Date
Academic Senates	Academic Senates Academic Senates:	pending
Academic Senates	Celia Huston: Approver	pending
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017
Chapter owners are notified	Chancellor's Cabinet Chancellor's Cabinet: [SN]	03/2017
Chapter owners are notified	Academic Senates Academic Senates: [SN]	03/2017

Sent for re-approval by Nikac, Stacey: Administrator

3/15/2017, 7:21PM EDT

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Administrator

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match dropbox

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11/1/2017, 5:52PM EDT

AP 4235 Credit by Examination – This procedure was updated to add references (Education Code Section 79500 and Title 5 Section 55052) and reflect the new policy from the California Community Colleges Chancellor's Office regarding a College Board AP exam score of 3 or higher shall be awarded credit in a general education area.

Approval Flow Updated in Place by Nikac, Stacey:
Administrator

11/25/2017, 5:28PM EST

Draft saved by Nikac, Stacey: Administrator

2/2/2018, 4PM EST

Comment by Nikac, Stacey: Administrator

2/2/2018, 4:01PM EST

Chapter Owner to review recommended language per Legal Update #31:

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