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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)

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 (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:

- The student must be currently registered in the college and in good standing.
- The student must ~~be currently registered in~~ have completed 12 units at 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.

### 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).

#### A. 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

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

C. Financial Aid

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

D. 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~~

[Education Code Section 79500; Title 5 Sections 55050 and 55052](#)

## 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](#)

**Comment** by Nikac, Stacey: Administrator

2/2/2018, 4:01PM EST

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

NOTE: This procedure is suggested as good practice/optional, but it legally advised if the Board 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 ] 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.
- Achievement of an examination administered by other agencies approved by the college.

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.

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.

**Comment** by Allen, Denise:

3/26/2018, 1:02PM EDT

DRAFT