



## **AP 4235 CREDIT BY EXAMINATION**

### **Reference:**

Title 5 Section 55050

Credit by examination may be obtained by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog. Credit by examination is offered only by departments who maintain a list of eligible courses and the department's process for obtaining credit.

### **Determination of Eligibility to Take the Examination**

Credit by examination may be granted to students who are registered and in good standing (2.0 GPA) at SBCC for proficiency in subject matter essentially equivalent to a course for which credit is being requested. Students may petition for credit by examination provided the course is listed in the catalog and the department designates the course as suitable for credit by examination. Credit may not be granted for any course for which high school or college credit has been awarded. Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits, or financial aid.

Applicable credit by examination fees are non-refundable.

The petition for credit by examination may be obtained in the Admissions & Records office and shall be submitted to the appropriate department chairperson. Although such examinations may be taken prior to the completion of 15 units, no credit shall be posted on the student's transcript until after 15 units have been earned at SBCC.

A maximum of 12 units may be obtained by credit examination. Students must petition for credit by examination by the end of the third week of the semester. The examination must be taken at a time determined by the instructor but no later than the last day of instruction. Department chairpersons shall submit the name(s) of the student(s) who have successfully achieved credit by examination by the end of the semester in which credit is granted.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the Curriculum Advisory Committee. The faculty member shall determine that the examination adequately measures mastery of the course content as set forth in the official course outline of record.

The units and grade received by taking credit by examination are used in determining the total units attempted, units earned, and grade points for the student. Credits acquired by examination shall not be counted in determining the 15 semester hours of credit in



residence required for an Associate degree. Units granted apply only to the Associate in Arts or Associate in Science degrees at SBCC. Transfer students wishing credit by examination at baccalaureate level institutions may be required to petition such institutions in conformance with their policies.

A grade received in a course taken credit by examination may not be used to remove a substandard grade received in the same course.

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

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**Date Approved:** April 13, 2015