

3.16P
CREDIT BY EXAMINATION
BOARD REVIEW: JUNE 9, 1986
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TITLE 5: 55050

- 1.0 A department chair, after consultation with the faculty in the department, may apply to have a credit course within a given department available for Credit by Examination. A written application must be submitted to the co-chairs of the curriculum committee along with a copy of the exam. The co-chairs will recommend approval to the Curriculum Review Committee (CRC), if the following conditions are met:
 - 1.1 The course outline of record indicates that examination is an appropriate method of assessment for this particular course.
 - 1.2 The department chair, on behalf of the faculty in the department, verifies in writing that the exam adequately measures mastery of course content as set forth in the course outline of record.
- 2.0 The exam can be administered by the department as soon as Curriculum Review Committee approval is secured. The course will be placed on the list of courses eligible for credit by exam in Academic Affairs, and updated lists are published in each printing of the *College Catalog*.
- 3.0 The nature and content of the examination shall be determined solely by the faculty in the discipline that normally teaches the course for which credit is to be granted. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the course outline of record. (Title 5, 55050(c))
- 4.0 The faculty may accept an examination conducted at a location other than the community college for this purpose (Title 5, 55050(c)). For example, the faculty may accept standardized exams regulated or prescribed by the State of California for specific occupational areas. The department chair should apply for credit by exam as described in number 1 above.
- 5.0 A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this procedure. (Title 5, 55050 (d))
- 6.0 The student's academic record shall be clearly annotated to reflect that credit was earned by examination. (Title 5, 55050 (e))
- 7.0 Grading shall be according to the regular grading scale approved by the governing board pursuant to Title 5, section 55023, except that student shall be offered a pass/no pass option if that option is ordinarily available for the course. (Title 5, 55050 (f))
- 8.0 A student who receives credit by exam for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence.
- 9.0 Units for which credit is given pursuant to this policy shall not be counted in determining the 12 semester hours of credit in residence required for the associate degree (Title 5, 55050 (g)). Units

earned through credit by exam are not considered for Financial Aid, Scholarship or Veteran Services eligibility and payments.

- 10.0 No more than TWO attempts to be granted credit by exam will be allowed including an exam the student registered for and failed to attend. However, if a student registers for an exam and subsequently drops the course before taking the exam, this does not count as an attempt.
- 11.0 Academic Affairs will provide guidelines regarding the process on how departments should administer credit by examination. Departments intending to offer opportunities for credit by examination are responsible for ensuring that examination dates are well publicized, so that students wanting to take the examinations receive adequate notice.
- 12.0 Registration and fees. Students must be currently registered in at least one credit course, excluding credit by exam, during the semester in which they apply for the credit by exam. Students will be registered for a credit by exam section of the course created specifically for this purpose. Variable unit courses should specify how many units are being awarded. Students who take the examination must pay a fee for service equal to the usual per unit enrollment fees for the course, but exclusive of any fee-based supplies. Fees for credit by exam are non-refundable. (Title 5, 55050 (h))
- 13.0 The maximum number of units awarded by credit by examination shall be limited to 15 units per SRJC student record.