CREDIT BY EXAMINATION – SPECIFIC COURSE CREDIT

The procedures for securing permission to obtain Credit by Examination for a course are as follows:

1. The course appears in a current catalog for the District's colleges, and the currently enrolled student has not received previous high school or college credit, attempted credit by examination, or has never enrolled in the course for which Credit by Exam is being requested. Additionally, the course should be one in which the course content can be tested by examination, in the opinion of the department and of the instructor assigned. A student may not receive credit by examination for any course which is a prerequisite to one for which credit has been received.

2. The student obtains a Credit by Examination petition form from the Office of Admissions and Records.

3. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of that instructor that the course content can be tested by examination, and that the student possesses sufficient background, previous training and/or skill to attempt the examination, the instructor signs the form.

4. The student, following policies and procedures developed within the department, obtains the signature of the division/school administrator.

5. Following division/school endorsement, the request is forwarded to the Vice President of Instruction for signature.

6. The initiating instructor prepares, administers and grades the examination.

7. A grade of Pass (P) or No Pass (NP) will be assigned and the course will be identified as "Credit by Examination" on the transcript.

8. The student will pay for the course for which Credit by Exam is obtained

9. Credit by examination is included in the College catalog. ..