

INSTRUCTIONAL SERVICES

AP 4235 CREDIT BY EXAMINATION**References:**

Title 5 Sections 55050-55052

Credit by Examination from external sources 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 through the College Level Examination Program
- Achievement of a score that qualifies for credit by examination through the Defense Activity for Non-Traditional Education Support (DANTES) Program
- Achievement of a score that qualifies for credit by examination through the International Baccalaureate Organization
- Achievement of an examination administered by other agencies approved by the District

Credit by Examination from within the District may be obtained by:

- Achievement of a grade that qualifies for credit by examination through the District Tech Prep Program
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the Palomar College Catalog

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the District and in good standing
- The course is listed in the Palomar College Catalog
- No more than 15 units have been earned through District Credit by Examination
- Not currently enrolled in the course to be challenged
- Not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)

29 Credits acquired by examination are not applicable to meeting of such unit load
30 requirements as Selective Service deferment, Veteran's, or Social Security benefits.

31 Credits acquired by examination shall not be counted in determining the 12 semester
32 hours of credit in residence required for an Associate degree.

33 **The District Credit by Examination Process**

34 In order to permit students to demonstrate that they have met the objectives of a course
35 through experience in the work place, foreign language proficiency, or some other
36 process outside the conventional academic setting, students may earn credit by
37 receiving a passing grade on an examination administered by the appropriate
38 instructional department/program. The completion of Credit by Examination may
39 require the demonstration of other skills or the completion of assignments in addition to
40 an examination.

41 Not all courses in the catalog may be eligible for Credit by Examination. The
42 determination of which courses in a discipline may be taken by examination is made by
43 that department/program. The Department Chair/Director shall determine whether or
44 not a student requesting Credit by Examination is sufficiently well prepared to warrant
45 being given this opportunity. This determination is based upon a review of previous
46 course work or experience.

47 Students wishing to take a course through credit by examination are encouraged to
48 informally discuss the matter with the department chair/director and instructor prior to
49 initiating the formal process. All steps must be completed in the order listed or the
50 Petition for Credit by Examination shall not be processed. The Petition for Credit by
51 Examination must be completed prior to the end of the current semester or session.

52 **Procedures**

- 53 • Student obtains a Petition for Credit by Examination from the Records Office
- 54 • Student completes the Step 1 Student Information portion of the form and
55 submits it to the Records Office for verification of eligibility
- 56 • The Records Office verifies eligibility and grade basis selection, calculates the
57 enrollment and/or non-resident fees, and places the petition in the pick-up box for
58 the student. This process may take from 2-5 business days depending upon the
59 time of the year
- 60 • Student meets with the department chair/director to receive approval for the
61 petition. If approved, an instructor is assigned to administer the exam and the
62 student makes arrangements to take the exam

- 63 • Student takes approved petition to the Cashier’s Office for payment of fees and
64 receipt. Fees are non-refundable, regardless of the outcome of the exam.
65 BOGW cannot be used for payment of credit by exam fees. Fees must be paid
66 after department approval is granted and before the examination is administered

- 67 • Student submits approved petition to the instructor administering the exam. The
68 instructor shall record the date of the exam and the grade received, attach the
69 examination materials, and forward the completed petition for the department
70 chair/director.

- 71 • The department chair/director shall review and sign the petition and forward it to
72 Instructional Services. Completed exam materials must remain on file with the
73 department/program for three years

- 74 • Instructional Services shall assign a class number for the exam and forward the
75 petition to the Records Office to be processed

- 76 • The Records Office shall post the course and assigned grade to the student’s
77 record. The petition shall be retained in the Records Office

78 Office of Primary Responsibility: Enrollment Services