

San Diego Community College District

Procedure
3900.1

November 29, 2000

CREDIT BY EXAMINATION

The procedure implements District [Policy 3900](#) regarding the awarding of academic credit from non-traditional education sources based upon examinations approved or conducted by faculty from individual disciplines.

- I. ESTABLISHING THE APPROVED LIST OF COURSES
 - A. Each department within the individual college will identify the courses eligible for credit by examination.
 - B. The Chief Instructional Officer shall publish the list of courses approved for credit by examination by the end of the spring semester for the following academic year. The list may be modified and republished at any time.
 - C. The approved list of credit by examination courses will be forwarded to the Chief Student Services Officer of each college for distribution to counselors and evaluators.
 - D. Students may petition for courses not on the approved list as described in [Section IV, below](#).
- II. APPLYING FOR CREDIT BY EXAMINATION
 - A. Students applying for credit for examination must:
 1. Obtain an Application for Credit by Examination form at the designated Student Services office on each campus.
 2. Elect whether to receive a letter grade or credit/no credit in accordance with the grading options of the course. Students who elect to be evaluated on a credit/no credit basis may not later change to a letter grade, nor may the reverse occur. No exceptions to this policy will be considered.
NOTE: Students who elect a CR/NC grade are advised to refer to the college catalog for degree restrictions.
 3. Submit the completed application to the Evaluations Office.
 - B. The Evaluations Office will determine if the following criteria have been met:
 1. Student is currently registered and in good standing at the college that allows the course by examination. Students who have a "hold" on their record must clear the hold prior to verification of eligibility.
 2. Official transcripts from all prior colleges are on file.
 3. If the student is currently enrolled in the course, not more than 20% of the class meeting hours have elapsed.
 4. Student has not received a symbol on their academic record for an equivalent course.
 5. Student has not previously audited the course.
 - C. Once eligibility has been established, the student must pay the processing fee.
 - D. The Evaluations Office forwards the application to the appropriate department chairperson or school dean.

- E. The department chairperson or the school dean assigns an instructor to administer the examination.
- F. The student will be notified by mail of the instructor assigned to administer the examination within 10 working days after the student has notified the Evaluations Office that the processing fee has been paid.

II. ISSUING THE EXAMINATION

- C. The department chairperson or the instructor:
 - 1. administers the examination to the student;
 - 2. records the results on the application;
 - 3. returns the application to the Evaluations Office within five working days of the date of administration of the examination.

NOTE: The completed application shall not be hand carried to the Evaluations Office by the student.
- D. The Evaluations Office forwards the application to the District Records Office for posting.
- E. The District Records Office posts the credit on the student's academic record and returns the original document to the college for inclusion in the student's folder.
- F. The Evaluations Office forwards a copy of the completed application to the student.

I. APPLYING FOR CREDIT BY EXAMINATION FOR COURSES NOT ON THE APPROVED LIST

- . Student obtains an Application for Credit by Examination from the designated Student Services office on campus.
 - A. Student takes the completed application to the designated department chairperson. In consultation with the dean, the department chairperson approves/denies the course not on the approved list.
 - B. The department chairperson returns the application to the Evaluations Office.
 - C. Student proceeds with the application process as described in [Section II, above](#)

II. APPLYING FOR CREDIT BY EXAMINATION (TECH PREP PROCESS)

- . Student completes college application and certification form (Tech Prep Articulation Packet) at their high school.
 - A. Student submits Tech Prep Articulation Packet to high school teacher where it is maintained until completion of high school/ROP articulated Tech Prep course.
 - B. Student completes high school/ROP articulated Tech Prep course with a grade of "B" or better in the course and on the final examination/performance.
 - C. High school teacher, upon completion of course, completes Tech Prep Articulation/Credit by Exam Certification Form for student and sends entire Tech Prep Articulation packet to the District Tech Prep Office.
 - D. District Tech Prep Office inputs student information into database and sends college application and certification form to District Student Services.
 - E. District Student Services processes college application and records College credit in student's academic history.

III. LIMITATIONS

- . Units granted will not be used to satisfy the graduation in residence requirement.
 - A. Units granted will not be counted in the student's current study load.
 - B. All credit by examination processes must be completed no later than 5 days after the end of the term specified on the application.

SUPERSEDES:

Procedure 3900.1, 6/25/87, 10/14/98