



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 5 – Student Services

AP 3900.1 - CREDIT BY EXAMINATION

This procedure implements Board of Trustees Policy *BP 3900 Academic Credit for Non-Traditional Education* regarding the awarding of academic credit from non-traditional education sources based upon examinations approved by faculty from individual disciplines.

1. ESTABLISHING THE APPROVED LIST OF COURSES

- a. Each department within the individual college will identify the courses eligible for credit by examination in accordance with Board of Trustees Policy, *BP 5235 Credit by Examination*.
- b. The Vice President, Instruction at each college shall publish the list of courses approved for credit by examination by the end of the spring semester for the following academic year.
- c. The approved list of Credit by Examination courses will be forwarded to the Vice President, Student Services at each college for distribution to counselors and evaluators.
- d. Students may petition for Credit by Examination for courses not on the approved list as described herein.

2. APPLYING FOR CREDIT BY EXAMINATION

- a. Students applying for credit by examination must:
 - 1) Obtain an Application for Credit by Examination form at the College Evaluations Office;
 - 2) Elect whether to receive a letter grade or pass/no pass in accordance with the approved grading options for the course. Students who elect to be evaluated on a pass/no pass (P/NP) 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 P/NP grade are advised to refer to the college catalog for degree restrictions.

- 3) Submit the completed application to the College Evaluations Office.
- b. The District Evaluator will determine if the following criteria have been met:
 - 1) The course is on the approved credit by exam list at the college.
 - 2) The student is currently registered and in good standing at the college.
 - 3) All student holds must be cleared prior to verification of eligibility.

- 4) Official transcripts from all prior colleges are on file.
 - 5) The student is not currently enrolled in the course.
 - 6) Student has not received a symbol on their academic record for an equivalent course.
 - 7) Student has not previously audited the course at another institution.
 - 8) Student has met the prerequisite for the course.
 - 9) Student may not attempt Credit by Examination for the same course more than one time.
 - 10) A student may take a maximum of 12 units as Credit by Examination within the San Diego Community College District.
- c. Once eligibility has been established the student must pay the processing fee.
 - d. After the payment has been processed the College Evaluations Office will forward the application to the appropriate department chairperson.
 - e. The department chairperson will assign an instructor to administer the examination.
 - f. The assigned instructor will notify the student of the examination date within 10 working days of notification by the department chairperson.

3. ISSUING THE EXAMINATION

- a. The instructor:
 - 1) Administers the examination to the student;
 - 2) Records the grade on the Application for Credit by Examination; and
 - 3) Returns the application to the College Evaluations Office within five (5) working days of the examination date.

NOTE: The completed application shall not be hand-carried to the College Evaluations Office by the student.

- b. The College Evaluations Office forwards the application to the District Records Office to record the course and credit on the student's permanent academic record.
- c. The District Records Office will record the course and credit on the student's permanent academic record and returns the original document to the College Evaluations Office.
- d. The College Evaluations Office will forward the original document to the College Records Office for inclusion in the student's folder and sends a copy to the student.

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

- a. Student obtains an Application for Credit by Examination for Courses not on the Approved List from the College Evaluations Office.
- b. Student takes the completed form to the designated department chairperson. In consultation with the dean, the department chairperson approves/denies the Application Credit by Examination for Courses not on the Approved List.
- c. The department chairperson returns the form to the College Evaluations Office.
- d. If approved, the College Evaluations Office notifies the student to complete the Application for Credit by Examination and follow the process as described in #2 above.
- e. If denied, the College Evaluations Office notifies the student and forwards the application to the College Records for inclusion in the student's folder.

5. APPLYING FOR CREDIT BY EXAMINATION CAREER TECHNICAL EDUCATION TRANSITIONS (CTE TRANSITIONS) PROCESS (FORMERLY TECH PREP)

- a. Student successfully completes high school/ROP CTE Transitions course developed by the respective college faculty and the comprehensive examination during high school as stipulated in the CTE Transitions Agreement and on the approved Credit by Examination list.
- b. Within 18 months of high school graduation date, student must complete and submit:
 1. SDCCD Application for Admission;
 2. Official high school transcript; and
 3. Petition for CTE Transitions credit. [Note: Multiple courses may be listed on the petition, but must match agreements in place during time of high school enrollment. Parent permission is required for all students under the age of 18.]
- c. Student submits documents listed in 5.b to the District Instructional Services and Planning, CTE Transitions Office.
- d. District Instructional Services and Planning, CTE Transitions Office verifies student information and forwards petition form to the District Records Office.
- e. District Records Office records college credit on the student's academic record. Credit will reflect in the semester when the course was completed.

6. APPLYING FOR CREDIT BY EXAMINATION FOR CONTINUING EDUCATION COURSES (INTERNAL)

- a. Student completes college application and certification form at the Continuing Education campus.
- b. Student successfully completes course and the comprehensive examination as stipulated in the credit by examination agreement.

- c. Continuing Education instructor, upon completion of the examination, completes noncredit Credit by Exam Certification form for student and submits to the Continuing Education Vice President, Instruction and Student Services.
- d. Continuing Education Vice President, Instruction and Student Services approves student information and forwards certification form to District Instructional Services and Planning, CTE Transitions Office within 30 working days of completion of the noncredit Credit by Exam Certification form.
- e. District Instructional Services and Planning, CTE Transitions Office processes and submits certification form to District Records Office.
- f. District Records Office records college course and credit on the student's permanent academic record.

7. LIMITATIONS

- a. A maximum of 12 units shall be allowed for Credit by Examination. Students from articulated non-credit programs may petition the Continuing Education Vice President, Instruction and Student Services to exceed the limit.
- b. Units granted will not be used to satisfy the graduation in residence requirement.
- c. Units granted will not be counted in the student's current study load.
- d. The credit by examination process must be completed no later than five (5) days after the end of the term specified on the application.

Approved by
the Chancellor: April 15, 2016

Supersedes: Procedure 3900.1 - 6/25/87, 10/14/98, 11/29/00, 04/13/10, 8/28/13