**4CD Colleges Catalog Language for Credit by Exam**

**11.24.20**

**LMC:**

Credit by Examination Credit by examination may be granted to eligible students, as authorized by California Administrative Code, Title 5, Sections 55002, 55023 and 55050, and Board Policy 4001. The credit by examination process provides an alternate means of receiving credit for designated courses offered at Los Medanos College (LMC). Currently there are no courses approved for credit by exam

**DVC:**

Credit by exam Students may earn credit through examinations available through DVC academic departments. These examinations are usually more comprehensive than the typical final examination for a course, and they may be prepared by national organizations. To take these examinations students must submit a “Petition for Credit by Examination” form, available at the division offices, to the department chair at least six weeks before the end of a fall or spring term.

The department chair approves or denies the petition within five days and returns the form to the student. The student submits the form and pays the course fee to the Admissions and Records Office. They will forward the form to the department chair. Arrangements for administration of the examination will be made by department faculty. The examination itself may take any appropriate form such as written, oral, portfolio, demonstration, or a combination of methods.

In addition:

• The student should not already have taken the course or attempted an examination in the course, whether at DVC or elsewhere.

• A maximum of 12 units toward an associate degree or six units toward a certificate may be earned by courses for which credit has been earned by examination.

• Credits earned by examination cannot be used to satisfy the 12-unit residence requirement for the associate degree.

• The student’s academic record shall be clearly annotated to reflect that credit was earned by examination. • A student may only petition to take the examination once.

• The course must not be a prerequisite for one the student has already taken or is now enrolled in.

• The student will be charged a fee for the examination equivalent to the enrollment fee for the class, with exception granted to adult school students who are eligibile to receive college credit per an active articulation agreement with DVC. Grading shall be according to the regular grading system. If a student passes the examination, a grade is recorded on his or her permanent record with the notation “credit by examination”. If a student fails, that failure is recorded on the permanent record and the student is not allowed to take the examination again. Substandard grades may be remediated by enrolling in the course. The petition form is retained in the student’s permanent file. Military service credit Veterans may apply for evaluation of military service for credit through the Admissions and Records Office. Credit may be granted toward an associate degree for the following training:

• Six units of elective credit for the completion of basic training and one year or more of active duty in the military service upon submission of DD-214 (separation papers) with a discharge other than dishonorable, to the Admissions and Records Office.

• Three of the six elective units may be applied towards the fulfillment of CSU General Education requirement “E. Lifelong Understanding and Self Development.”

**CCC:**

Credit by Examination Basis As authorized by California Administrative code, Title 5 Section 55050 and Board Policy 7141, credit by examination may be granted if all eligibility requirements are met and procedures followed. Philosophy Credit by examination is to encourage directed self-study and allows students to pursue programs at an accelerated rate. It provides a method for students who have studied at unaccredited institutions or have had life experiences to receive credit for equivalent courses at Contra Costa College.

Eligibility 1. The student is currently enrolled at Contra Costa College in at least one (1) course.

2. The student is in good standing (overall 2.00 GPA or higher).

3. The student may not receive credit by examination for courses previously failed, for courses in which credit has already been granted by a high school or another accredited institution; or for courses in which student participation is the major factor in evaluation of the student’s work. In sequence courses, the student may receive credit for only the highest course challenged.

4. All prerequisites must be met or waived by the department chairperson prior to taking an examination for credit. The examination will be given by the appropriate instructor as determined by the department chairperson. The course must not be a prerequisite for one the student has already taken or one in which they are currently enrolled.

5. Courses that may be challenged will only be those that are on the approved credit by examination list.

6. Credit by examination courses are those that are not basic skills, or normally taught at the secondary education level and are approved by the department. The amount of credit given is that which is listed in the catalog in the year in which the examination was taken. Examination will be given for those courses where a single examination can adequately measure the student’s proficiency and mastery of the subject.

Credit and Grades

A maximum of 12.0 units toward an associate degree or 6.0 units toward a certificate may be earned by courses for which credit has been earned by examination. Units from other accredited colleges will be allowed and credit by examination will be included in the 12.0 unit maximum.

The student may take the exam for a course one time. The course grades and unit credit will be recorded on the student’s transcript at the end of the semester in which the examination was taken. The course grade will be determined by the department/program.

Procedure

1. Obtain the application for Credit by Examination from the Admissions and Records Office. Admissions and Records will evaluate the student’s record for eligibility according to items 1-5.

2. The credit by examination fee is payable when the form is submitted.

3. The application is then taken to the division office for the division dean’s signature.

4. The departent chairperson will assign a time, date and instructor for the examination. The examination must be taken during the semester of application.

5. The department chairperson will report the grade received to the Admissions and Records Office