



Book	Administrative Procedures
Section	Chapter 4 - Academic Affairs (including former Article 6 - Instruction and Curriculum)
Title	Credit by Examination
Number	AP 4235
Status	Up For Revision
Legal	California Code of Regulations, Title 5, Section 55050
Adopted	June 14, 2013
Last Revised	May 22, 2015
Origin	APM recommended revision to comply with California Community Colleges Chancellor's Office policy change letter of 3/30/17 (formerly AP 6030)

1. Discipline faculty, through the college's established curricular processes and procedures, shall determine if a course is eligible for credit by examination **except for Advanced Placement examinations for general education credit.**
2. A list of all courses eligible for credit by examination shall be maintained by the Office of Instruction and included in the College Catalog.
3. The nature and content of the examination or other cumulative assessment shall be determined solely by the faculty in the discipline that normally teach the course for which credit is to be granted. The faculty shall determine that the examination or other cumulative assessment adequately measures mastery of the course content as set forth in the course outline of record (Title 5, 55050 (c)).
4. The faculty may accept an examination or other cumulative assessment conducted at a location other than the community college for this purpose (Title 5, 55050 (c)). For example, standardized exams regulated or prescribed by the State of California for specific occupational areas, ~~Advanced Placement Exams~~, etc. **The faculty shall accept Advanced Placement examinations for general education credit.**
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination (Title 5, 55050 (e)).
6. Grading shall be according to the regular grading scale approved by the governing board (Title 5, 55023) except that a student shall be offered a pass/no pass option if that is ordinarily available for that course. (Title 5, 55050 (f)).
7. A student who earns credit by examination for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence.
8. Units earned by credit by examination shall not be counted in determining the quarter hours in residence required by the associate degree (Title 5, 55050 (g)). Units earned through credit by exam are not considered for Financial Aid, Scholarship, or Veteran Services eligibility and payments.
9. Registration and fees: Students will be registered for a Credit by Examination section of the course created specifically for this purpose. Students who take the examination or cumulative assessment must pay a fee for service equal to the usual per unit enrollment fees for the course, but exclusive of any fee-based supplies. Fees for credit by examination are non-refundable. (Title 5, 55050 (h)).

~~10. The maximum number of units awarded by credit by examination or cumulative assessment shall be limited to 30 units in the district.~~

[See Board Policy 4235 Credit by Examination](#)

Approved by the Chancellor's Advisory Council 6/14/13
Renumbered 5/22/15 (formerly AP 6030)

Last Modified by Paula J Norsell on May 19, 2017