

Academic Affairs
DRAFT as of 10/21/13

BP 4235 CREDIT BY EXAMINATION

Reference:

Title 5 Section 55050

Please see highlighted sections regarding questions/issues to be resolved.

NOTE: If the District grants credit by examination, the following language in red, underlined ink applies:

❖ From the current CLPCCD Policy 5235 titled Credit by Examination

NOTE: The following CLPCCD language from current CLPCCD Policy 5235 titled Credit by Examination was moved from the policy to new AP 4255 titled Credit by Examination by DCC (?)

The Chabot-Las Positas Community College District supports the general proposition that the full value of classroom learning experiences cannot be measured by any examination. Students who have achieved elsewhere an equivalent knowledge, understanding and experience to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course examination approved by the college discipline faculty. Students may apply individually for Credit by Examination for any course offered in the catalog. In addition, the Credit by Examination process may also be used to provide credit for completion of certain coursework at the high school level, where deemed appropriate by the majority of faculty in the discipline.

Credit may be earned by students who satisfactorily pass authorized examinations. The student receiving credit must be registered at one of the colleges and in good academic standing. The courses for which credit is allowed must be listed in the college catalog. The amount of credit to be granted cannot be greater than that listed for the course in the catalog. Credit by Examination is offered under the provisions of the California Administrative Code, Title 5 and the process is included in the Administrative Rules and Procedures. The Chancellor shall rely primarily on the Academic Senates to establish administrative procedures to implement this policy.

NOTE: The red ink signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel. The language in **black ink** is from the current Chabot-Las

*Positas CCD Policy 5235 titled Credit by Examination adopted on January 16, 1996 and revised on December 16, 2003. The language in **blue ink** is included for consideration. This document was reviewed by representatives of the Academic Senates on October 21, 2013.*

Date Adopted:

(This policy replaces current CLPCCD Policy 5235)

Legal Citation for BP 4235

5 CCR § 55050

Cal. Admin. Code tit. 5, § 55050

TITLE 5. EDUCATION
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES
CHAPTER 6. CURRICULUM AND INSTRUCTION
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES
ARTICLE 5. ALTERNATIVE METHODS FOR AWARDING CREDIT

§ 55050. Credit by Examination.

- (a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
- (b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.
- (c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
- (d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
- (e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- (f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- (g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- (h) A district may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with

enrollment in the course for which the student seeks credit by examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.