The purpose of Credit by Examination (CBE) is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted. A student who satisfactorily passes authorized examinations may earn credit.

A. Determination of Eligibility to Take the Examination:

The student must be currently registered at the College, enrolled in the semester in which CBE is requested, and making satisfactory academic progress.

The student must meet the prerequisite(s) for the course for which CBE is requested. A student who does not meet the prerequisite(s) may seek entry into the class via a Declaration of Equivalency or Matriculation Appeal Petition (See AP 5052 – Open Enrollment).

The student cannot have successfully completed or be currently enrolled in the course for which CBE is requested.

B. Students petitioning for CBE must meet the following criteria:

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the College.

2. CBE may be granted only for a course listed in the current College Catalog. Each division shall maintain a list of courses which may be challenged for CBE.

3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

4. CBE courses must be awarded a letter grade (A, B, C, D, or F), except for courses that are offered only as a credit/no credit grading option.

5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.

6. A student may not receive credit for a CBE if the student has already completed a more advanced course in the same subject matter.

7. CBE may not be considered part of the student's program for enrollment verification purposes.

8. A student may not earn more than 12 semester units of academic credit by examination.

9. CBE is not offered during the summer intersession.
AP 4235 Credit by Examination

Reference: Title 5, Section 55753

Procedures and Responsibilities

Step 1: Initiate Petition - The student will initiate a petition no later than the fourth week of the semester to challenge for CBE. Admissions and Records will verify that the student meets the eligibility criteria.

The student must provide written evidence, i.e., transcripts, letters of recommendation, etc. that substantiates the knowledge base or experience the student has which warrant approving the petition to challenge the course.

The student will consult with a Counselor to determine if CBE will assist the student in meeting educational goals.

Step 2: Petition Approval - A petition for CBE will be approved only if written evidence as indicated in Step 1 substantiates the knowledge base or experience that warrant approval of the petition. The student will meet with either of the following: the Discipline Group Chair or the Division Dean to obtain approval for the petition.

If the CBE petition is denied for insufficient documentation or evidence, the denial may be appealed through the Matriculation Appeals process (see AP 5052).

If no faculty member is available to develop and administer the examination, the petition will be denied.

Step 3: Selection of Faculty & Approval of Testing Instrument - Once the petition has been approved, the Division Dean and Discipline Group Chair will approve the examining instrument and select a qualified faculty member who is approved in the discipline area of the examination to serve as the examiner.

Step 4: Student Notification - The Division Dean will notify the student and the Discipline Group Chair of the appointed examiner, the time and place of the examination, and direct the payment of CBE fees to the Cashier’s Office.

If the petition is granted, but no professor is available to write/administer/grade the exam, the Division Dean will notify the student and the Registrar.

Step 5: Payment of CBE Fees - A fee equal to the current per unit enrollment fee is paid to Vault Services (Cashier) by the student upon notification from the Division Dean. A receipt to verify payment of fees shall be presented to the examiner prior to administration of the examination.

After the student has completed the examination the examiner will submit the student petition and a Certificated Hourly Report to the Assistant Superintendent/Vice President of Instructional Services. The examiner will keep the original graded test on file.

The Office of Instruction will record the grade and process the timecard for payment. The completed petition will be forwarded to Admissions and Records.

Step 7: Professor Compensation - The examiner will be paid one hour per unit at the current hourly rate to a maximum of three hours for the examination. However, at the discretion of the faculty member the examination will be as long as necessary to evaluate whether course competencies have been met.