

## CREDIT BY EXAMINATION

AR 3250

Cabrillo College recognizes that some of its students will have acquired the skills and knowledge imparted in Cabrillo courses before matriculating at Cabrillo. Such students may attempt to secure credit through examination rather than through regular course enrollment. Credit by examination is not available for courses completed at Cabrillo or elsewhere. Credit by exam is available to certify knowledge acquired primarily outside of academic institutions or to certify that the standards of articulated community college courses with area high schools and/or Regional Occupational Programs (ROP) have been met. Because the course experience is so central to higher education, credit by exam is limited to 12 units. Credit for community college courses articulated with area high schools and/or ROP programs is not limited to the 12-unit rule because these courses contain a classroom component.

Credit by examination may be granted to any student if **all** the following conditions are met:

1. The course is listed in the current Cabrillo College Catalog although not every course may be credited by examination. A course to be credited by exam must be currently available AND be on a list of appropriate courses kept in the office of the Vice President, Instruction, **and on the Cabrillo Office of Instruction web page**. Separate examinations shall be conducted for each course for which credit is to be granted and grading shall be according to the regular grading scale approved by the governing board. Units for which credit is given through Credit by Examination shall not be counted in determining the 12-unit in residence required for an associate's degree.

### **OR**

2. The student receiving the credit is currently registered in class(es), **and** is in good standing (2.00 grade point average). ~~and has completed a minimum of 12 units at Cabrillo College~~. In special circumstances involving sequential courses in a transfer program or involving certain requirements in an occupational program, a student may appeal to the Council to set aside the 12-unit requirement. Units for which credit is awarded by examination shall not be counted in determining the 12-semester hours residence toward an AA/AS degree, nor are they considered part of a semester load.

**2a.** Students who fulfill specific requirements under formal articulation agreements with area high schools and/or Regional Occupational Programs (ROP) may be granted credit without taking further examinations at Cabrillo College and without completing units in residence (see section IIa below). High School Articulation agreements must be approved and signed by the following:

- I. The high school principal
- II. The Cabrillo College Vice-President, Instruction
- III. The Cabrillo College Division Dean
- IV. The ROP Director, where appropriate
- V. The discipline faculty at the high school and Cabrillo College
- VI. The Cabrillo College Articulation Officer

3. The number of units to be granted is not greater than that listed for the course in the Cabrillo College Catalog.
4. Credit has not been granted previously at the same or more advanced level if the course is in a departmental sequence based on prerequisites. Furthermore, a student may seek credit for only one course in a sequence of courses. Thus, under normal circumstances, a student would not seek credit by examination for an entire series or a whole program. A student may, however, seek credit by examination for a single course in a sequence, and, if successful, be granted credit for that course and, therefore, be assumed capable of whatever skills and knowledge that course embodies, as well as its prerequisite courses.
5. **Arrangements for the administration of the credit by examination have been made with an authorized instructor who will agree to administer the examination.**
6. **The student completes an appropriate Credit by Examination request form, which may be obtained from Admissions and Records at Aptos or Watsonville. The student pays for the units as for other units of credit, prior to taking the exam.**
  - **The fee for the course is waived for high school students petitioning for credit by examination for articulated high school courses.**
7. A student shall not seek credit by exam in order to improve a grade. Only one credit by exam attempt per course is allowed.

## **PROCESS**

- Ia. The nature and content of credit by examination shall be determined by faculty in the discipline that normally teaches the course. The faculty shall determine that the examination adequately measures mastery of the course content. Faculty may accept an examination conducted at a location other than the community college for this purpose.

Each division will develop and maintain a list of courses for which credit by examination is appropriate. The division will provide a course outline for the proposed credit by examination course which should fully delineate what knowledge or skills a student would be expected to demonstrate on the examination.
- IIa. High school students currently enrolled in articulated courses at area high schools may file an application for admission. ~~with the Cabrillo College Schools Outreach office.~~ Upon successfully meeting the standards for credit by examination as set forth in the articulation agreement, a student may fill out a petition for credit. The petition for credit ~~and required verifications~~ should be sent to ~~filed with~~ the Cabrillo College ~~Schools Outreach~~ Articulation Office for processing.

**Or**

IIb. All currently enrolled students

(excluding concurrently enrolled high school students) seeking credit by examination will go first to ~~the~~ **any Cabrillo College** District Admissions and Records office (~~either at Cabrillo's Aptos Campus or the Cabrillo Watsonville Center~~) to obtain the credit by examination form. The student will then go to the relevant division office to obtain the credit by examination procedure and the course outline of the target course. S/he will then petition the division dean in writing to seek credit by examination and will articulate in the petition why her/his qualifications make the attempt appropriate. The student will next go to Admissions and Records, pay the fee, and present the receipt to the instructor before the examination is administered. Tasks to be complete for credit by examination will, of course, vary from course to course, but the academic rigor required by the credit by examination process will always equal the demands of the course as it is normally taught.

III. Whether or not the student's examination for credit is successful, that student shall pay the same fee for the units attempted that s/he would pay were s/he in the course. The fee is waived for high school students petitioning for credit by examination for articulated high school courses.

IV. The instructor shall report the credit by examination result to the **Admissions & Records** ~~records~~ office. The student's grade shall be recorded on her/his transcript, even if it is substandard. If a student wishes a "~~credit~~" grade, "**Pass/No pass**" grade option, that must be made clear before the exam.

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

Approved: April 7, 1997

Revised: Fall, 2003

(Approved by Academic Council on 12-1-03 and by Faculty Senate on 3-2-04).

Revised: May 3, 2004

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