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 at another college or university. Credit by Exam is available to certify knowledge acquired primarily outside of academic post-secondary 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. Credit by Examination may be obtained through any of the following processes:

I. External Examinations

Cabrillo College students will receive credit for the following external examinations toward an A.A./A.S. degree. Advanced Placement (AP) examinations given by the College Entrance Examination Board with scores of 3 or higher, International Baccalaureate (IB) tests taken at the HL (High Level), and certain CLEP results. Complete lists of courses, scores required, and processes are contained in the Cabrillo College Catalog.

II. Articulation Agreements

Students may obtain college credit for occupational or career courses taken at area high schools or Regional Occupational Programs provided that a formal articulation agreement exists between the college and the high school or ROP. Upon enrolling at Cabrillo, students who have met the specific conditions of the articulation agreement may petition for credit without further examination.

III. Credit by Examination Internal to Cabrillo College

1. Credit by examination may be granted if all the following conditions are met: The course is listed in the current Cabrillo College Catalog AND is included on a list of appropriate courses available through credit by examination kept in the office of the Vice President, Instruction, and on the Cabrillo Office of Instruction web page. Separate examinations shall be conducted by faculty with expertise in the specific discipline 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.

2. The student receiving the credit is currently registered in class(es), is in good standing (2.00 or higher 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 Academic Council to set aside the 12-unit requirement. Units for which credit...
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The number of units to be granted is not greater than that listed for the course in the Cabrillo College Catalog.

Credit has not been previously granted 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.

The student completes the Credit by Examination request form (including obtaining approval from all parties involved), and pays for the units as for other units of credit, prior to taking the exam. The Credit by Examination form is available at Admissions & Records.

A student shall not seek credit by exam in order to improve a grade. Only one credit by exam attempt per course is allowed.

The student’s transcript shall be clearly annotated to reflect that credit was earned by examination.

Legal Reference: Title 5 Section 55050

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