

## SOLANO COMMUNITY COLLEGE DISTRICT

### CREDIT-BY-EXAMINATION

6040

### PROCEDURES

#### ELIGIBILITY

1. The student must be currently enrolled at the College, and in at least one (1) graded course other than those being taken for credit-by-examination.
2. The course is listed in the college catalog.
3. The student must have an overall grade point average of at least 2.0.
4. The student must have completed 12 semester units at Solano Community College.
5. If the student intends to use the credit-by-examination course to fulfill a requirement for a Certificate, he/she must have completed 6 semester units at Solano Community College within the major requirements.

#### PROCEDURE

1. Discipline faculty shall establish a clear process and justifiable criteria to determine if a course can be challenged.
2. Discipline faculty shall develop an examination process and corresponding rubric to conform to course objectives and learning outcomes as listed on the Course of Record [COR] of the challenged course. Discipline faculty will add courses to the Credit-by Examination list.
3. The Dean will consult with discipline faculty to identify the instructor charged with the administration and evaluation of the exam.
4. The student will complete the top portion of the Credit-by-Examination Petition and meet with the School Dean to verify prerequisites and schedule exam.
5. File the petition with Admissions and Records no later than the FOURTH week of the semester. Admissions and Records will determine eligibility and collect the Credit-by-Examination fees.
6. After the examination, the instructor will submit the completed petition with the examination results to Admissions and Records.
7. Credit will be posted to the student's record at the end of the semester. Students will receive P/NP (Pass/No Pass). Letter grades are not awarded.

## **FEES**

The Credit-by-Examination fee is payable when the petition is submitted. Credit-by-Examination fees are \$20.00 per unit or \$120.00 per course; whichever is less.

## **AWARDING OF CREDIT**

Fifteen units is the maximum amount of Credit-by-Examination a student can receive. Credit-by-Examination units from other accredited colleges will be allowed but will be included in the 15- unit maximum.

Grades and units awarded for Credit-by-Examination will be posted to the student's transcript at the end of the semester in which the examination was taken.

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Solano Community College does not guarantee other educational institutions will accept Credit-by-Examination credit.

## **ELIGIBILITY FOR TECH PREP ARTICULATION CREDIT BY EXAM**

Solano Community College District will grant credit to a student completing an approved high school articulated course and who satisfactorily passes an examination with a grade of "C" or better which is approved or conducted by proper authorities of the college. Such credit will be granted under the following conditions:

- A. The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course and the faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. Solano Community College faculty will consult with high school faculty and set explicit criteria for the examination.
- B. The student must initiate the credit granting process by enrolling at Solano Community College, completing at least one Solano Community College course, and submitting the Tech Prep Articulated Credit Request form to the Admissions and Records Office.
- C. The transcript will be annotated with the name of the course and a statement indicating that the credit earned was through Credit-by-Examination.

Modifications to standard credit by exam process for Tech Prep credit by exam

students includes:

- Waiver of customary 12-unit requirement prior to taking exam.
- Waiver of customary fee for credit by exam.

See Governing Board Policy 6040, *Credit By Exam*

**REFERENCES/**

**AUTHORITY:** California Education Code, Sections 55753 and 55753.5, Title 5, Section 55050

**ADOPTED:** March 22, 2017