

CREDIT BY EXAMINATION

A. Eligibility

The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).

B. Administration

Upon filing of the application, the student will be directed to the appropriate instructor who will determine and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.

C. Notation to Record

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

D. Financial Aid

Credits earned through credit by examination are not eligible for financial aid.

E. Waivers

The 12-unit residency rule may be waived by the Vice-President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.

In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.

Approved: April, 1991