

# CREDIT BY EXAM

---

Students interested in Credit for Prior learning through Credit by Examination are encouraged to informally discuss the matter with the department chair or faculty designee and instructor prior to initiating the formal process. The department chair or faculty designee shall determine whether a student requesting Credit by Examination is sufficiently well prepared to warrant being given this opportunity. This determination is based upon a review of previous course work and/or experience.

In order to permit students to demonstrate that they have met the objectives of a course through experience in the work place, foreign language proficiency, or some other process outside the conventional academic setting, students may earn credit by receiving a passing grade on an examination administered by the appropriate instructional department/program. The completion of Credit by Examination may require the demonstration of other skills or the completion of assignments in addition to an examination; the examination will be comprehensive. The district will award college course credit for successful completion of a district examination administered by the appropriate departmental faculty under the following circumstances:

- For those courses which a department **has** already determined are eligible for credit-by-exam, the department will have on file a credit-by-exam for that course so that all students get a consistent test that is based on the course content, objectives, and Course Learning Outcomes for the course. This exam should be revised at least once every three years and should not be part of a test bank. After completing the Credit for Prior Learning Petition available through Enrollment Services, the student and faculty member should arrange for a scheduled time to take the exam that does not exceed the last day to complete Credit by Examination (as indicated on the "Important Dates" for the term). If the department chair or faculty designee determines the Credit by Examination assessment measures mastery of the course content as set forth in the Course Outline of Record, the appropriate faculty shall submit a Change of Grade form to Enrollment Services to be kept on file and recorded on the student transcript. Enrollment Services will be notify students prior to posting grades for credit by exam. Students should be prepared to pay fees associated with successful completion of Credit by Exam. Completed exam materials must remain on file with the department/program for three years.
- A student wishing to complete credit-by-exam for a course which a department **has not** already determined eligible for credit-by-exam, the student will meet with the department chair or faculty designee to determine whether the test will be administered. The department will need to create a test that is based on the course content, objectives, and Course Learning Outcomes for the course. This exam should thereafter be revised at least once every three years and should not be part of a test bank.