

## CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

### **AP 4235 CREDIT BY EXAMINATION**

Reference: Title 5 Section 55050 and 55052  
Education Code Section 79500

Individual departments and/or specialty areas may elect to grant course credit to enable students, who can demonstrate proficiency in bodies of subject matter, to plan a relevant educational program that will exclude courses in which essential levels of mastery of subject matter material have been previously attained.

Credits acquired by examination are not applicable to meet unit load requirements for Selective Service deferment, Veteran's or Social Security benefits.

The examination shall include written, oral, skill tests, portfolio review or a combination of the aforementioned as determined appropriate by the department faculty.

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

Credit by Examination shall be recorded on the permanent transcript record and shall be designated as credit earned by examination. A fee will be assessed in accordance with AP 5030.

Students may earn a maximum of 12 units through district administered "Credit by Exam".

#### **Credit by Examination – District (Local) Administered Examination**

Citrus College may grant students course credit through district-administered examinations under the following conditions:

- The student is currently enrolled at Citrus College
- The student is in good standing.
- The student has met the prerequisite for the course.
- The student may not be currently enrolled (*beyond the census date*) in the same course.
- The student may not be currently enrolled in a more advanced course.
- The student has not already received credit for a more advanced course which follows the course in sequence.
- The student has not previously attempted credit by exam for this course.
- The course is listed in the college catalog.

- The course has been approved by the Curriculum Committee for “Credit by Examination” or is a high school articulated course.
- High school students may receive course credit through District-administered credit by exam for high school articulated courses without having to pay the credit by exam fee.

### **Credit by Examination – Externally Administered Examination**

- The student must be currently enrolled to receive externally administered credit by exam.
- Advanced Placement - The District will grant three to six (3-6) units of area or elective credit for an examination score of three, four or five (3, 4 or 5) in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board.
- International Baccalaureate – The District will grant three to four (3-4) units of area or elective credit for an examination score of five, six or seven (5, 6 or 7), in the subjects of the International Baccalaureate (IB) Higher Level exams. Subject credit rather than elective credit may be granted upon recommendation of the department.
- Credit Through the College Level Examination Program - The District will grant up to six (6) units area, subject, or elective credit for a score of 50 or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board.
- A student may be granted no more than 30 units through any combination of credit by examination (AP, CLEP, IB or local examinations) and evaluation of military service or other non-classroom experiences.

### **Credit by Examination – Articulated Career Technical Education Courses**

The high school student may be issued Career Technical Education (CTE) course credit under the following conditions:

- An Institutional Articulation Agreement is in place between the college and the unified school district (USD)/regional occupational program (ROP);
- A course-to-course articulation agreement has been approved by faculty the high school instructor completes required form and the course assessment has been administered as authorized;
- Faculty responsible for the course have completed, and submitted, documentation and grade within 90 days of the administration of exam;
- The student earned a grade of B- or better on the authorized exam; and
- The student is registered at the college beyond the census date in at least one course and within nine months of exam administration.

Institutional and course-to-course articulation agreements, secondary course rosters/assessment results, and CTE course credit documents are administered by the division dean responsible for Articulated Career Technical Education course credit. Documentation that verifies the earning of credit by exam will be provided to Admissions

and Records in a timely manner; ultimately the transcript of the student registered at the college will reflect the awarding of credit during the semester it was earned.

Operational procedures will assist students, with CTE articulated course credit, to enroll and register in the next level course in their program of study upon entry to Citrus College.

Board Approved	08/17/10
Revised	05/06/13
Revised	07/13/13
Desk Review	04/03/17
Revised	06/19/18