

PROCEDURE NAME: 4.6.7 Credit by Examination

Reference: Title 5, Section 55753

Note: This procedure is required. It addresses the Chaffey Policy: Chapter 4: Academic Affairs, 4.6.7 Credit by Examination

Purpose: *To apprise students who choose to take an exam to receive course credit instead of enrolling in the course and attending the class. Registered students who have substantial prior experience in the content of college-level courses and who can present evidence, may petition to receive credit for courses. Only those classes listed with a "Cx" after the course title in the Chaffey College catalog may be challenged with credit by exam. Units earned through credit-by-examination shall not be counted toward the 12-unit residency requirement for graduation. In all cases, the student's academic record is clearly annotated to indicate any credit granted as Credit by Examination.*

There are four options for credit by examination:

1. College Entrance Examination Board (CEEB)

- 1.1 Achievement of a score of 3 or higher on tests administered by the CEEB will be considered for credit.
- 1.2 A Student Petition must be submitted to request the evaluation of official scores for CEEB credit.
- 1.3 Maximum credit issued for CEEB examinations: no maximum.

2. College Level Examination Program (CLEP)

- 2.1 Chaffey College recognizes the College Level Examination Board Test in General Examinations (except for English Composition) and most Subject Examinations.
- 2.2 A score of 50 or higher is required for consideration for credit under CLEP General Examinations.
- 2.3 Evaluations for Subject Examinations are done by the Counseling Department and minimum scores and credit awarded vary by discipline.
- 2.4 Official test results must be submitted, along with a Student Petition in order to have an evaluation done for CLEP credit. The Counseling Department evaluates and makes recommendations for credit, and the office of

Admissions, Registration and Records grants the credit based on those recommendations.

2.5 Maximum credit issued for General Examinations are as follows:

Humanities	6 units
Mathematics	6 units
Natural Sciences	6 units
Social Sciences	6 units

2.6 Maximum credit issued for Subject Examinations: no maximum.

3. English Equivalency Examination of the California State University

3.1 Students may receive credit for English 1A and English 1C through the successful (pass) completion of this examination. Official results of the examination must be sent to both the Chaffey College English Department and the office of Admissions, Registration and Records and is handled under a Student Petition process.

3.2 Maximum credit issued: 6 semester units.

4. Testing through Chaffey College Instructors

4.1 Any course listed in the course description section of the Chaffey College catalog bearing the designation (Cx) after the course title may be challenged for credit by examination with the consent of the instructor in the appropriate administrative unit and after Admissions eligibility criteria are met.

4.2 Admissions eligibility criteria are as follows:

- a. The student must be currently enrolled in the term requesting the challenge.
- b. The student must have earned at least 12 semester units of credit from Chaffey College.
- c. The student must be in good standing (cumulative GPA 2.0).
- d. The student must meet course prerequisites.
- e. The student cannot have previously received a grade for the course.
- f. The student cannot be currently enrolled in the course.

- g. The course must be listed in the current catalog with a "Cx" designation, as described earlier.