

AP 4235 CREDIT BY EXAMINATION**Reference:**

Title 5 Section 55050

It is the prerogative of the department or instructor to offer credit by examination.

Credit by Examination may be obtained by one of the following methods:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the District Catalog.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in combined good standing (Academic and Progress)
- The course is listed in the District Catalog
- A student must have successfully completed a minimum of 12 units in residence at the College of Marin.
- A student must be registered (enrolled) in the semester for which the student is petitioning.

Process for Credit by Examination

- A student must complete and submit to the Office of Admissions and Records a Petition for Credit by Examination by the last day to add full and short-term classes.
- The instructor authorizing the examination will issue the student a letter grade or “pass-no pass” if that grading option is available for the course.
- A student will be charged a Credit by Examination fee which will equal the enrollment fee associated with enrollment in the course for which the student seeks credit by examination. NOTE: The student will not be enrolled in the course for which the student seeks credit by examination.
- The grade submitted by the instructor will be placed on the student record and the academic record will be clearly annotated to reflect that credit was earned by examination.
- Re-examination for credit in a given course will not be allowed.
- If the student fails the “Examination,” the student may enroll in the course by the last day to add full or short – term courses. The failed grade will appear on the transcript.
- The course being challenged must be offered in the semester in which the examination is being taken.
- Credit by Examination counts as an enrollment for repeatability purposes.

- Courses successfully completed through Credit by Examination can be used for course lineout and in determining academic renewal.
- Once a student successfully completed a course he/she cannot repeat the course through Credit by Examination.
- Credit by Examination cannot be taken for courses in re-certification of current skills.

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

Also see BP/AP 4050 titled Articulation

Date Approved: May 18, 2010

(Replaces portions of College of Marin Procedure 4.0003 DP.10)