

CREDIT BY EXAMINATION

Reference: Title 5 Section 55050, 55051, 55052, 55023

The Credit by Examination procedures are restricted to courses listed in the SWC Catalog; courses on the Exemption List are excluded. The Exemption List is available on the Admissions and Records website.

Credits earned by Credit by Examination are not accepted for:

- Meeting the 12 units in residence that are required for an associate degree at Southwestern College
- Benefits, such as Veterans, Social Security, Financial Aid, and/or for insurance purposes
- Cooperative Work Experience requirements

The evaluating discipline faculty will work with the Department Chair to provide the department approved Credit by Examination assessment to evaluate student comprehension and knowledge. In addition they will ensure that the procedures for the administration of this examination/ assessment are followed.

Credit by Examination will not be allowed for:

- Course(s) in which the student has previously enrolled and received credit
- Advanced Placement course(s) for which credit has been received.

Students shall be limited to challenging two (2) courses per semester or one (1) course during the summer. The limitation of two (2) courses per semester does not apply to Credit by Examination through high school articulation. The maximum number of units which can be completed is 15 units.

Grading for Credit by Examination shall be according to the regular grading system approved by the Governing Board pursuant to section 55023 except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. (i.e. A, B, C, D, F, P, NP). If a previous substandard grade was received pass/no pass will not be an option. The grade received on the examination will replace the last grade received.

Students must be currently registered in at least one (1) other credit course in the College District and be in good academic standing (minimum cumulative 2.0 GPA) to be eligible to petition for Credit by Examination.

Steps to Petition for Credit by Examination:

1. Student completes and submits the Credit by Examination petition to Admissions and Records prior to the end of the sixth (6th) week of the semester or the second (2nd) week of the summer session. Admissions and Records will verify that the student has

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met eligibility enrollment requirements, sign and date the petition, have the student pick up the petition after three working (3) days.

2. Student submits the petition to the evaluating instructor for acceptance, approval/denial, and signature by the eighth (8th) week of the semester or the third (3rd) week of the summer session. If required, student must provide documentation to show proof of readiness for the exam at this time. If approved the assessment will be scheduled at that time.
3. The evaluating instructor obtains the signature and approval from his/her Department Chair or cognizant School/Center Dean or designee within three (3) working days. Student will be contacted by the evaluating instructor to pick up the approved petition and make the payment.
4. Student will pay the enrollment fees and/or non-resident fees, if applicable, in the Cashiers Office no later than the end of the ninth (9th) week of the semester, or fourth (4th) week of the summer session. Board of Governor Waivers (BOGW) and other third party payments are not accepted for this process. Cashiering signs the petition upon payment. Student will present the completed petition with proof of payment to the evaluating instructor on the day of the examination/assessment.
5. Once the Credit by Examination petition is signed by the student, evaluating instructor, and Department Chair/School/Center Dean, the petition is considered active.
 - The student is aware that if they fail to show for the exam, they will be assigned a No Pass grade for the course and will not be eligible for a refund.
 - If the student does not make a payment, there will be no examination administered a NP grade will be assigned, and a hold will be placed on the student's record for payment.
 - Exceptions may be made for students who can provide documentation of valid extenuating circumstances within 30 days from the scheduled assessment date. Upon approval by the evaluating instructor, the alternative credit by examination/assessment date shall be arranged.
6. After the examination/assessment has been completed and the evaluating instructor has assigned a grade, he/she will place the grade on the approved Credit by Examination petition by the end of the grading period. The evaluating instructor will forward the approved Credit by Examination petition with the grade to Admissions and Records. Admissions and Records will post the grade during the normal grading period. The approved petition will be on file on the student's record.