

# CREDIT BY EXAM

Taft College may grant to any student who passes an examination approved and conducted by proper authorities of the college in accordance with the provisions of the California Administrative Code. Title V. section 51202.5 and the following regulations.

Credit by examination shall not be considered as an instructor directed, tutorial, or independent study situation. It is the student's responsibility to get the petition filed with the registrar for grade and unit transcript posting upon completion of the process.

**FEES:** Fees for taking the credit by examination test will be paid in advance in the business office by the student. The amount will be according to the semester petitioning fee schedule posted each term. **CCPG FEE WAIVERS CAN NOT BE APPLIED TO CREDIT BY EXAM FEES.**

**ELIGIBILITY:** A student may petition to take an examination for course credit, if a minimum of 12 semester units has been completed at Taft College with a minimum 2.5 cumulative grade point average. The maximum number of units that may be earned as Credit by Examination is 12.0. Students may not challenge courses in which they are currently enrolled or have received a grade of A, B, C, D, F, FW, MW, W, CR, NC, P, NP, I or AU. No student will be allowed to challenge a course less advanced than that which the student has already completed.

**PLEASE NOTE GRADES WILL NOT BE POSTED UNTIL THE LAST DAY OF THE SEMESTER.**

A course may be challenged once by a student.

Courses open to credit by examination are those recommended by college divisions and approved by the Board of Trustees. The students will receive a **permanent grade** for the challenged course. Student can also petition for P/NP grade option if course is eligible and include it with this request.

Credit by Examination is not treated as part of the student's study load and will not require a petition for excess study load. It is not considered as part of a full-time study load for Loan Deferments, Verification of Enrollment, Selective Service or Veterans Administration requirements, immigration status, or Financial Aid.

## PROCEDURES

1. Student obtains a petition through his/her counselor/advisor.
2. The counselor/advisor will determine if the student has met the minimum requirements before the student and counselor signs.
3. Student will then take the petition to the Director of Academic Records to determine final eligibility. **The examination must be conducted during the approved term from the academic records office to be valid.**
4. The student will then take the petition to the recommended instructor who will consent to administrator the examination.
5. Once the instructor has agreed to conduct the examination, the student shall present his/her petition to the division chairperson for approval. In the absence of a division chairperson, The Vice President of Instruction will approve or disapprove the petition.
6. Following approval by the division chairperson, the student will present his/her petition to the Vice President of Instruction for approval.
7. Following approval by the Vice President of Instruction, the student will take the petition to the business office to pay the fees and obtain verification of fees being paid.
8. Once fees have been paid, the student will take the petition back to the instructor conducting the examination. Generally, a cumulative examination will be given during the regularly scheduled final examination time for other students taking the course. A special examination shall be approved at the option of the Vice President of Instruction and the instructor of the course being challenged.

## COURSES ELIGIBLE FOR CREDIT BY EXAMINATION

<p><b>I. APPLIED TECHNOLOGIES DIVISION</b> All Applied Tech courses listed in the catalog with the exception of OSH 1100, 1104, 1106, 1107, 1108, 1109, 1116, 1500, 1532, 1552, 2000, 2058, 2061, 2065 and Work Experience.</p> <p><b>II. LEARNING SUPPORT DIVISION</b> All Learning Support courses listed in the catalog with the exception of LRSK 0200, LRSK 0240, LRSK 0250, LRSK 0910, LRSK 0911; and STSU 1001.</p> <p><b>III. LIBERAL ARTS DIVISION</b> ART 1625, ART 1820, ART 2010; HUM 2010; MUSC 1510; SPAN 1501, SPAN 1601, SPAN 1602, SPAN 2001, and SPAN 2002.</p>	<p><b>III. SOCIAL SCIENCES DIVISION</b> All Social Sciences courses listed in the catalog except ECEF 1571.</p> <p><b>IV. SCIENCES AND MATHEMATICS DIVISION</b> ASTR 1511; BIOL 1510, BIOL 2203, BIOL 2250, BIOL 2257, BIOL 2260, BIOL 2265, BIOL 2370; ENGR 1510, ENGR 1540, ENGR 1550, ENGR 2000, ENGR 2200, ENGR 2300; HLED 1510, HLED 1543; MATH 1050, MATH 1060, MATH 1500, MATH 1510, MATH 1505, MATH 1520, MATH 1530, MATH 1540, MATH 2100, MATH 2120, MATH 2130, MATH 2140; PSCI 1520 and STAT 1510.</p>
<p><i>This information is subject to change; updates are made as new information is released.</i></p>	



Term/Year Petitioned \_\_\_\_\_

<u>PLEASE PRINT</u>	
Student Name	(Last, First)
_____	
Student ID	
_____	

PETITION FOR CREDIT BY EXAMINATION

PLEASE REFER TO THE PROCEDURE SHEET AS YOU COMPLETE THIS FORM

1. STUDENT

I certify that I am not currently enrolled in the course being challenged, **the course was not completed in high school, the course has not been attempted or issued a grade of** A, B, C, D, F, FW, MW, W, CR, NC, P, NP, I or AU has never been recorded.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

2. COUNSELOR/ADVISOR

I verified this student is eligible for credit by examination in the following course \_\_\_\_\_ for \_\_\_\_\_ units and completed at Taft College a total of \_\_\_\_\_ units and a Cumulative GPA at Taft College of \_\_\_\_\_.

Counselor/Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

3. ACADEMIC RECORDS

Student has previously completed \_\_\_\_\_ units by examination. I recommend this petition be approved \_\_\_\_\_ disapproved \_\_\_\_\_. The examination must be conducted during the \_\_\_\_\_ term to be valid.

Academic Records Technician \_\_\_\_\_ Date \_\_\_\_\_

4. INSTRUCTOR

I agree to conduct this examination

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

5. DIVISION CHAIRPERSON

I recommend this petition be approved \_\_\_\_\_ disapproved \_\_\_\_\_

Division Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

6. VICE PRESIDENT, INSTRUCTION

I recommend this petition be approved \_\_\_\_\_ disapproved \_\_\_\_\_

VP Instruction Signature \_\_\_\_\_ Date \_\_\_\_\_

7. BUSINESS OFFICE

Fees have been collected for \_\_\_\_\_ units.

Business Office Verification \_\_\_\_\_ Date \_\_\_\_\_

8. INSTRUCTOR

I certify that I have given the examination to the above student in the following course:

Course Name & Number \_\_\_\_\_ Grade Assigned \_\_\_\_\_ Date of exam \_\_\_\_\_

Instructor Print Name \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

PLEASE RETURN THIS FORM TO THE REGISTRAR'S OFFICE AFTER ASSIGNING GRADE.

ALL EXAMS MUST BE TURNED INTO THE ACADEMIC RECORDS OFFICE PRIOR TO THE END OF THE CURRENT TERM.

Record's Office Only: Date Course CRN: _____ /Grade Entered: _____ Updated by: _____
Copy sent to Business Office Date: _____ Instructor Paid Date: _____