

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: **Credit by Examination**

Revision Date: **12/08, 3/2/10; May 14, 2013**

Responsible Office: **Vice President, Student Learning Office**

Policy References: **Title 5 Section 55050**

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

- **Advanced Placement Examination (AP)**
Credit is awarded to students who achieve a score of 3 or higher on an Advanced Placement Examination. The credit earned and transcript notations are made by the Director of Enrollment Services. All transcript notations are marked as “AP Credit”. Contact Counseling Services for details.
- **College Level Examination Program (CLEP)**
Credit is awarded for passing selected CLEP exams. Contact Counseling Services for details.
- **International Baccalaureate (IB) Program**
Credit is awarded for passing designated IB exams. Contact Counseling Services for details.
- **Credit by Course Challenge Examinations**
Students may challenge a course for college credit by completing an Application for Credit by Course Challenge and under the following conditions:
 - The course is listed in College catalog.
 - Student must be currently enrolled, have completed 12 or more units at COS, and have a cumulative GPA of at least 2.0 in previous COS coursework.
 - Student must complete an application and submit it to the Counseling Services Office for verification of eligibility. The student must then submit the application to the appropriate ~~Division~~ Dean or Director for approval.
 - After the appropriate Dean’s or Director’s approval, the application will go to Student Learning Council where final approval will be granted or denied.
 - Upon approval by the Student Learning Council, a fee per unit that is the same as the resident per unit enrollment fee will be charged for each course and will be paid to the Cashier.

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4235**

Page 2

- The application and challenge process must be completed within the semester of date of application. Students should not enroll in the course they wish to challenge.
- The student will be allowed to take the exam only once. The student will receive a letter grade (A-F), which will be noted on the academic transcript in the additional college credit section, not in a specific semester, and will be identified as “Credit by Exam”. Students may choose the Pass/No Pass grading option.
- A student may apply conditionally for proper placement in a course sequence and the units will be granted when 12 units are completed (Example: foreign language).
- A student may not apply for course challenge to raise a “C” grade or better.
- Applications for course challenge are available in Enrollment Services or Counseling Services. The course challenge process is not available for performance courses or courses in Career and Technical Education programs.

Credits acquired by examination are not applicable to meeting unit load requirements such as Selective Service deferment, Financial Aid, Veteran's or Social Security benefits, or total semester units.

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