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|  | REDWOODS COMMUNITY COLLEGE DISTRICT AP 4235 Administrative Procedure  |

**CREDIT BY EXAMINATION**

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

1. External credit by Advanced Placement Examination (AP)
2. External credit by International Baccalaureate Examination (IB) or College Level Examination Program (CLEP)
3. High School to College Articulation (Articulation) credit by examination
4. Internally developed method to meet external Accreditation/Certification requirements

**External Credit by Advanced Placement Examination (AP)**

* Any student who passes a College Board AP examination with a minimum score of three in a subject matter similar to that of the AP Examination, the student will be awarded credit in a general education area (AB 1985).
* College of the Redwoods shall award General Education Area credit as shown on the CCC AP GE List. For General Education Requirements refer to title 5 § 55063. If the college does not have a course similar in content to the AP Examination, then the college shall award credit for the indicated GE Area as shown on the California Community College AP List. If there is no GE Area that fits the AP Examination, the college may award elective credit.
* The units granted by examination will be the same as the units the student would have earned by successful completion of the course provided that the course-to-course awarding of AP credit has been approved by appropriate discipline faculty and the Curriculum Committee.
* Units earned under this policy are not considered part of the student's official program and will not be used for registration certification for the Social Security Administration, the Department of Veterans Affairs, financial aid eligibility, athletic eligibility, dorm residency, or similar programs.
* Credits acquired by Articulation shall not be counted in determining the 15 semester units required in residence or the 12 units required in residence in the major for an Associate degree from College of the Redwoods.
* Requests for credit by examination cannot be made under the following conditions:
1. for a course in which the student has previously received a letter grade other than "W";
2. for a course in which the student is currently enrolled
3. for a course that is a prerequisite for one the student has already taken;
4. in instances where credit has already been granted for the class, totally or partially, or from another examination or for a course to be used in the academic renewal process.

**General Provisions for all other Credit by Examination methods:**

• College of the Redwoods faculty in the appropriate discipline will determine the course(s) eligible for credit by examination.

• Courses eligible for credit by examination are approved by the Curriculum Committee

• A maximum of nine units earned from credit by examination may apply to the Associate degree.

• The units granted by examination will be the same as the units the student would have earned by successful completion of the course.

• Units earned under this policy are not considered part of the student's official program and will not be used for registration certification for the Social Security Administration, the Department of Veterans Affairs, financial aid eligibility, athletic eligibility, dorm residency, or similar programs.

• Credits acquired by Articulation shall not be counted in determining the 15 semester units required in residence or the 12 units required in residence in the major for an Associate degree from College of the Redwoods.

• Requests for credit by examination cannot be made under the following conditions:

1. for a course in which the student has previously received a letter grade other than "W";
2. for a course in which the student is currently enrolled;
3. for a course that is a prerequisite for one the student has already taken;
4. in instances where credit has already been granted for the class, totally or partially, or from another examination**;** or for a course to be used in the academic renewal process.

**•** All transfer institution**s** determine**~~s~~** whether they will accept and how they will apply credit by exam units.

• When an external Accreditation or Certification body requires a mechanism for granting credit for previously acquired knowledge and skills, the program will follow the accrediting body guidelines to develop a process for granting credit through equivalence, challenge exams or other methods of evaluation as needed. The student's transcript will reflect credit for each course successfully challenged. Residency requirements still apply.

**External credit by IB & CLEP Examination**

• The required score necessary for achievement of credit by examination shall be determined by College of the Redwoods faculty in the appropriate discipline and approved by the Curriculum Committee.

• A list of approved examinations, required minimum score, units earned, and course equivalency/GE requirement will be maintained by the Curriculum Committee and published in the college catalog.

**High School to College Articulation**

The nature and content of the examination shall be determined solely by College of the Redwoods faculty who normally teach the course in the discipline for which credit is to be granted.

If College of the Redwoods credit is requested, the appropriate referring institutional program faculty member must submit a credit by examination petition to the coordinator. An explanation of the Articulation credit by examination process, forms, and a list of all eligible courses is maintained on the web site www.redwoods@edu/techprep.

**Eligibility to Receive Credit by Examination Based on Articulation~~:~~**

• The student must be currently registered in the college and in good standing.

• The course must be approved for articulation by discipline faculty.

• The course must be listed in the college catalog.

• To receive credit by examination based on the Articulation agreement, the student must have successfully completed the appropriate high school course(s) and successfully completed the appropriate examination.

• The student may attempt each examination only once.

**Articulation Oversight Process**

• The appropriate deans will create and update the list of courses that have current articulation agreements.

• The Curriculum Committee shall annually review the list of courses that have articulation agreements for currency and compliance with curricular standards.

• Changes to the course outline, instructional methodologies, course content, student learning outcomes, or faculty by either institution require re-articulation.

Approved: March 9, 2015

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