

## 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 fees are as follows: \$46.00 per unit/ California residents; \$179.00 per unit/ non-California residents.

**B.O.G.W. 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. Students may not challenge courses in which they are currently enrolled or have received a grade of A, B, C, D, F, W, P, NP or I. No student will be allowed to challenge a course less advanced than that which the student has already completed.

**Students may not challenge courses for which they are currently enrolled in or have received a grade of A, B, C, D, F, W CR, NC, or I.**

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.

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 Selective Service or Veterans Administration requirements, immigration status, or Financial Aid.

### PROCEDURES

1. Student obtains a petition through his/her counselor. The counselor/advisor will determine if the student meets the required qualifications for this process and make a recommendation to the academic records office.
2. Student will then take the petition to the academic records office to determine eligibility and all requirements have been met. **To be accepted the examination must be conducted during the term approved by the academic records office.**
3. The student will then take the petition to the recommended instructor who will consent to administer the examination.
4. 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.
5. Following approval by the division chairperson, the student will present his/her petition to the Vice President of Instruction for approval.
6. 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.
7. 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.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Term and Year

\_\_\_\_\_  
Student ID

**PETITION FOR CREDIT BY EXAMINATION**

I petition for credit by examination in \_\_\_\_\_ for \_\_\_\_\_ units. I have completed a total of \_\_\_\_\_ units in college, with \_\_\_\_\_ units from Taft College. I have a Cumulative Grade Point Average of \_\_\_\_\_. I have previously completed \_\_\_\_\_ units by examination.

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**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 and failed, a grade of A, B, C, D, F, I, W, CR, or NC has never been recorded.**

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

**PLEASE REFER TO THE PROCEDURE SHEET AS YOU COMPLETE THIS FORM**

**COUNSELOR/ADVISOR**

I recommend \_\_\_\_\_ do not recommend \_\_\_\_\_

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

**ACADEMIC RECORDS**

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

\_\_\_\_\_  
Registrar Date

Student has met all eligibility requirements for the current term.

The examination must be conducted during the \_\_\_\_\_ term to be valid.

**INSTRUCTOR**

I agree to conduct this examination

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

**DIVISION CHAIRPERSON**

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

Instructor to conduct the examination will be \_\_\_\_\_

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

**VICE PRESIDENT, INSTRUCTION**

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

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

**BUSINESS OFFICE**

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

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

**INSTRUCTOR**

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

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

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

Copy: Registrar  
Counselor/Advisor  
Instruction

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

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

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