

Credit by Exam Policy/Procedures

Shasta College offers the opportunity of petitioning for credit by examination if a student, by reasons of special study, experience or training, already possesses the skills, knowledge and attitudes which are the objectives of a given graded course listed in the College Catalog. Credit may be earned by students who satisfactorily pass authorized examinations. (Board Policy 4235)

Application for Credit by Exam forms are available in the Admissions and Records Office or in each Center office.

Qualifications:

- The faculty in each discipline shall determine which courses in their discipline are open for credit by examination. Each Dean shall keep a list of courses that are open to credit by examination in their Center and forward a copy of the list to the Admissions and Records Office. The list should be updated annually.
- The instructor of record shall determine the nature of the exam. The exam may require more than one session and may consist of problem solving, report writing, essay writing, research, oral presentation or other methods of assessment as determined by the instructor of record.
- A student may earn no more than fifteen (15) cumulative units through the credit by examination procedure.
- Only a student who is currently enrolled at Shasta College may challenge a course in which they have previously earned a grade.
- Students may not use the credit by examination procedure to challenge a course in which they have previously earned a grade.
- Examination may be taken only once. Grades will be posted on the student's permanent academic record.

Procedure for Shasta College Students:

- A student who wishes to petition for credit by examination must first contact the Center in which the course is offered and determine whether the course is available for credit by examination. If the course is available for credit by examination, the Dean will seek to find among the faculty in the discipline, an instructor who will volunteer to be the instructor of record.
- A meeting between the student and the instructor of record will be arranged. The purpose of this first meeting will be to determine whether, in the judgment of the instructor of record, the student is qualified to take the examination. If the student is not judged to be qualified then the student may not challenge the course. The instructor's decision shall be final in this matter.
- If the student is judged to be qualified to take the exam, then the student will obtain the "Petition for Credit by Examination" form and do the following:
 - 1) Obtain the signatures of the instructor of record and the Dean on the "Petition for Credit by Examination" form, approving the petition.
 - 2) Present the "Petition for Credit by Examination" form to the College's Business Office no later than the thirteenth (13) week of the semester in which the signatures are obtained, and pay the current per unit fee, or non-resident fee, plus a \$50.00 examination fee.
 - 3) Return the "Petition for Credit by Examination" form, together with the receipt of fees paid, verification of current enrollment and 2.0 GPA, to the instructor of record.
 - 4) Arrange a time to meet with the instructor of record to take the "challenge exam(s)". The exam(s) must be taken before the fifteenth (15) week of the semester and no later than ten (10) instructional days after the petition is returned to the instructor of record. There is no refund of fees if the examination(s) is not taken.

Duties of the Instructor of Record:

The instructor of record will:

- determine if the student is qualified to petition for credit by examination.
- meet with the student to explain the necessary paperwork.
- determine the method of examination and the criteria used to judge satisfactory performance. The instructor will develop the examination(s).
- administer and grade the examination(s).
- complete the "Petition for Credit by Examination" form.
- promptly report the grade earned by the student to the registrar.