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. B.O.G.W. FEE WAIVERS CANNOT 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

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<thead>
<tr>
<th>I. LIBERAL ARTS DIVISION</th>
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<tr>
<td>Art 1625, 1820, 2010</td>
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<td>Foreign Language – all Foreign Language listed in current catalog</td>
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<td>Information Competency 1048</td>
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<td>Music 1510</td>
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<td>II. SOCIAL SCIENCES DIVISION</td>
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<tr>
<td>All Social Science courses listed in current catalog</td>
<td>All Business and Computer Science courses listed in the current catalog</td>
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<tr>
<td>III. SCIENCES AND MATHEMATICS DIVISION</td>
<td>Energy Technology 1540</td>
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<tr>
<td>Biology 1510, 2203, 2250, 2257, 2260, 2370</td>
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<td>Astronomy 1511</td>
<td>Water Technology 1510, 1610</td>
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</tbody>
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This information is subject to change; updates are made as new information is released.
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.

Director of Academic Records ___________________________ 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.