

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 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 12.0. 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

<p>I. LIBERAL ARTS DIVISION Art 1625, 1820, 2010 Foreign Language – all Foreign Language listed in current catalog Humanities 2010 Information Competency 1048 Music 1510</p> <p>II. SOCIAL SCIENCES DIVISION All Social Science courses listed in current catalog</p> <p>III. SCIENCES AND MATHEMATICS DIVISION Biology 1510, 2203, 2250, 2257, 2260, 2370 Astronomy 1511</p>	<p>III. SCIENCES AND MATHEMATICS DIVISION- cont. Chemistry 1520 Health Education 1510, 1543 Recreation 1510, 1516 Math 1050, 1060, 1500, 1520, 1530, 1540, 2100, 2120, 2130, 2140 Statistics 1510</p> <p>IV. APPLIED TECHNOLOGIES DIVISION All Business and Computer Science courses listed in the current catalog Energy Technology 1540 Engineering 1510, 1520, 1530, 1540, 1550, 2000 Water Technology 1510, 1610</p>
<p><i>This information is subject to change; updates are made as new information is released.</i></p>	



Term/Year Petitioned _____

PLEASE PRINT

Student Name (Last, First) _____

Student ID and/or Social Security Number _____

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.

Record's Office Only: Date Course CRN: _____ /Grade Entered: _____ Updated by: _____

Copy sent to Business Office Date: _____ Instructor Paid Date: _____