

Chapter 4 – Academic Affairs

AP 4235 Credit by Examination

References:

Title 5 Sections 55023, 55050-55052

Mt. San Antonio College may elect to grant course credit to students who can demonstrate through process of examination the mastery of subject matter previously attained. Units acquired by examination are not applicable to meet unit load requirements for financial aid benefits and shall not be counted in determining graduation residency requirements. All units earned by this process shall be recorded on the transcript so as to make it clear that the units were earned by examination.

Students have the opportunity to accept, decline, or appeal decisions related to the award of credit in cases of credit exams.

Externally Administered Examinations

The College shall maintain and publish in its catalog a listing of acceptable externally administered examinations. Such listing shall include the score needed to earn credit, the Mt. SAC course considered equivalent to the exam (if any), the number of units to be awarded for the exam, and (if applicable) the General Education area to which the awarded units may be applied. The decisions related to externally administered examinations shall be made by the faculty in the subject discipline, subject to approval by the Academic Senate. All units awarded by externally administered examinations shall be on a “pass/no-pass” basis.

Advanced Placement - The College may grant not more than six units of credit for an examination score of three, four, or five in subjects of the Advanced Placement (AP) program of the College Entrance Examination Board.

International Baccalaureate – The College may grant not more than six units of credit for an examination score of five, six, or seven in subjects of the International Baccalaureate (IB).

College Level Examination Program – The College may grant not more than six units of credit for an examination score of fifty or above in a General Examination of the College Level Examination Program (CLEP) of the College Entrance Examination Board.

Internally Administered Examinations

The College shall maintain at each division office a listing of courses from the College Catalog which have been designated by departments as being eligible for credit by examination. The department faculty shall establish written guidelines by which the eligibility of a student to take such an examination is determined. If a “pass/no-pass” option is ordinarily available for the course, the option shall be offered to the student prior to the evaluation of the examination.

At a minimum, the eligibility guidelines shall require:

- A. the student is currently registered and in good standing at Mt. San Antonio College (unless a current high school articulation exists);
- B. the student has not already received credit for the course or for a more advanced course which follows the course in sequence; and
- C. the student has not been enrolled in the same course or for a more advanced course which follows the course in sequence for more than six weeks.

Departments choosing to offer credit by examination shall provide the faculty in the relevant discipline sole authority to determine the nature and content of the examination, including whether and to what extent the examination includes written, oral, skills-based, and portfolio-based components. The discipline faculty shall determine that the examination adequately measures mastery of the course content as set forth in the Course Outline of Record.

Petitions for credit by examination shall be available at each division office. Upon receiving a petition, the division dean shall contact the appropriate department chair, who shall assign a faculty member who has taught the course in question within the past five years. This faculty member shall oversee the department's examination and evaluate the results, using the same grading system as normally used for the course.

A fee for administrating an examination may be charged provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Rules and Regulations

1. Credit by Examination will be granted only for those courses which have been so designated by the departments.
2. Any grade received by Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam."
3. A student may petition for Credit by Examination provided: A. The student has been registered at Mt. San Antonio College. B. The student has not already received credit nor is currently enrolled beyond six weeks in the same course or in a more advanced course (except for Advanced Placement Course Credit or International Baccalaureate credit). C. The student has at least a 2.0 grade point average. This includes transfer/new students.
4. The student may obtain the petition for Credit by Examination from the Division Office.
5. The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
6. The Department will assign a grade depending on the results of the examination and submit the form "Petition for Credit by Examination" to Admissions and Records.
7. The student may not use Credit by Examination to satisfy the residency requirement for the degree.

A list of courses by Credit by Examination is available at each Division Office, the Instruction Office, and the Counseling Center.

References Revised: June 2008

Revised: April 5, 2011

Reviewed: May 14, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: May 10, 2016

Revised: May 10, 2023