Credit by Exam: Overview of State & District Guidelines and Regulations & College Practices

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Presented by Leticia Barajas to:
Educational Policies, February 21, 2017
Student Success Committee, March 2, 2017
Academic Senate, March 7, 2017
Overview Credit by Exam

- Defining Credit by Exam
- Summary of State and District Regulations
- Overview of College Policies & Practices – Pathway English/Math; Credit by Exam Listing
- Current College Changes – Forms and Process Used
- LATTC Ed Policies Discussion – Strengthening College Practices to Promote Student Success
Credit by Exam

- **Credit by examination (CBE)** – Assessments that are “internal” to the college resulting in college credit fulfilling all requirements associated with the course.
  - **Options** – Assessment may be other than an examination such as a portfolio and/or skill demonstration.

- **CBE is Different from Prerequisite Challenge** – Prerequisite Challenge is a method which allows a student to enroll in a class without passing the required prerequisite.

- **Source:** [Awarding Credit where Credit is Due](#) – Academic Senate California Community Colleges Spring 2014
(a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section. [LACCD’s Board Rule 6702 District’s policy]

(b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.

(c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

(d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
(e) The student's academic record shall be **clearly annotated** to reflect that credit was earned by examination.

(f) Grading shall be **according to the regular grading system** approved by the governing board pursuant to section 55023, except that students shall be offered a “pass–no pass” option if that option is ordinarily available for the course.

(g) Units for which credit is given pursuant to the provisions of this section shall **not be counted in determining the 12 semester hours** of credit in residence required for an associate degree.

(h) A district **may charge a student a fee** for administering an examination pursuant to this section, 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.


**HISTORY**

1. New article 5 (sections 55050–55052) and section filed 7–17–2007; operative 8–16–2007. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 2007, No. 35).

This database is current through 1/13/17 Register 2017, No. 2

5 CCR § 55050, 5 CA ADC § 55050
College President may designate department approved courses listed in the college catalog wherein any student who satisfies the following requirements may be granted credit by examination:

1. Be currently registered and in good standing (i.e., the student is not on academic or progress probation).

2. Have completed 12 units within the Los Angeles Community College District. Individual colleges may develop and publish policies to exempt students from this requirement. Such policies shall be developed in accordance with the provisions of Chapter XVIII of the Board Rules -- Academic Senate and the Board of Trustees Shared Governance Policy. – No longer required by LATTC – Ed Policies & Academic Senate Approved 10/6/2015

3. Is not currently enrolled in, or have completed a more advanced course in this discipline

BR 6702.10 Limitation on Petitioning for Credit by Examination – Limited to 15 units – Students may petition for a total of 15 units for credit by examination. A student who does not pass the exam for a course may not repeat the exam.
Credit by Exam Articulates/Transfers – Outlined in Intersegmental Committee Publication, June 2016


7.4 Other Exams…Credit by exam is acceptable provided that a United States regionally accredited college or university transcript specifies the course title, unit value and grade. A “Credit/Pass” designation is acceptable provided that the institution’s policy states that a “Credit/Pass” designation is equivalent to a “C” grade (2.0 grade points on a 4.0 scale) or better. The course must be deemed comparable by the CCC faculty in the discipline or its designee as defined in Section 5.2.
College Processes

- LATTC College Catalog – Updating to reflect language, process and updated courses
  www.lattc.edu/catalog

- Revised LATTC Request for Credit by Exam form
  ◦ Revised form to include updated references and language following Title 5, LACCD, LATTC Residency Waiver Exemption, and etc.

- Updating Process for Recommendation of Courses Eligible by Credit by Exam & Student Request Process
Credit by Exam Course Listing

- Accounting: All courses
- Architecture: All courses
- Automotive Collision Repair: All courses
- Automotive Technology: All courses
- Astronomy 001
- Baking, Professional 112
- Building Construction Techniques: All courses
- Business: All courses
- Carpentry: All courses
- Chemical Technology 113, 123, 141
- Child Development 1, 10, 11, 65
- Computer Applications & Office Technologies: All courses
- Computer Information Systems: All courses
- Culinary Arts 112
- Diesel and Related Technology: All courses
- Drafting: All courses
- Electrical Construction and Maintenance: All courses
- Electronics Technology: All courses
- English 101
- Environmental Science 001
- Fashion Design 111, 112, 120, 122, 222, 223, 224, 225, 226, 227, 228, 229, 236, 237, 238, 239, 240, 241
- Fashion Merchandising 001, 010
- Finance: All courses
- Geography 001
- Geology 001
- Health 046
- Health Occupations 062, 063, 064, 065
- History 011, 012
- Machine Shop–CNC: All courses
- Management: All courses
- Marketing: All courses
- Mathematics: All courses
- Manufacturing and Industrial Technology: All courses
- Microcomputer Technician: All courses
- Motorcycle Repair Mechanic: All courses
- Nursing, Registered 131, 132
- Office Machines 002
- Physics 012, 029A
- Psychology 001
- Plumbing: All courses
- Public Relations: All courses
- Refrigeration and Air Conditioning: All courses
- Sign Graphics 101, 102
- Spanish 001, 002
- Solid Waste Management Technology: All courses
- Street Maintenance: All courses
- Supervision: All courses
- Supply Water Technology: All courses
- Tailoring 250
- Visual Communications 103, 105, 118, 119, 129
- Waste Water Technology: All courses
- Welding Gas and Electric: All courses
What process should be used to identify a course as eligible for Credit by Exam by the College President for Catalog listing?

Current Process – Vice President requests updates to Department Chairs as Catalog gets updated

LATTC Ed Policies Discussion – Ensure a departmental conversation to align with Program Review for program faculty discussion and inclusion
Enroll students in Pathway English/Math – Basic Skills 02CE/035CE –

Advantages – Free, Repeatable, “Refresher/Prep” – Competencies Outlined for Students by Content Faculty

Prepare for Credit by Exam

*Presentation by Pathway Math Faculty – Fall 2016, Academic Senate
Current and Next Steps

- Credit by Exam (LATTC Form) – Revisions

- Pursuant to [LACCD Admin Reg E–120](#) – Memo needs to be transcribed on student record by Admissions & Records (A&R) along with class and grade earned

- Vice Chancellor convening workgroup of A&R to refine process for PeopleSoft
Sources & Citations

- California Education Code – Title 5 CCR 55050 – Credit by Examination LACCD Board Rule – Chapter VI, Article VII, Academic Standards, 6702 – Credit by Examination
- Academic Senate for California Community Colleges – Awarding Credit Where Credit is Due (2014)
- LATTC Credit by Examination Form (Revised, January 2017)
- California Community College State Guidelines – Policies for Prerequisites, Corequisites and Advisories on Recommended Preparation
- LACCD Prerequisite Policy – Guidelines for Prerequisite Development, Implementation and Processes for Student Prerequisite Challenges
- 2016 IGETC Standards, Policies, and Procedures (Version 1.7) – Transfer intersegmental policies and procedures (June 2, 2016)