

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO.: 4235**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Credit by Examination

**Adoption Date:**

**Review Date:**

**Revision Date:** 12/08, 3/2/10; May 14, 2013; December 12, 2017, May 22, 2019

**Responsible Area:** Vice President, Academic Affairs

**Responsible Office:** Instruction

**Policy References:** Title 5 Section 55050 and 55052, Ed Code 79500

A course that is listed in the College catalog is eligible for Credit by Examination if determined to be appropriate by the majority of college faculty in the discipline. Only disciplines with full-time faculty may be available for credit by exam unless Administration has made special arrangements with part-time faculty. Any examination created by the faculty will ensure that it adequately measures mastery of the course content as set forth in the outline of record.

**Other Conditions:**

- The student must be currently registered in the College and in good academic standing per AP 4250 and AP 4255.
- The student will be allowed to take the exam only once and a separate examination shall be conducted for each course for which credit is to be granted.
- The student will receive a letter grade (A-F), which will be noted on the academic transcript in the additional college credit section, not in a specific semester, and will be identified as “Credit by Exam.” Students may choose the “pass-no pass” option if it is ordinarily available for the course.
- Credit awarded by these methods will not be counted in determining the 12 semester hours of credit in residence requirement for an associate degree.
- A student may earn no more than 12 units through Credit by Examination at College of the Siskiyou.
- Credits acquired by examination are not applicable for meeting unit load requirements in areas such as Selective Service deferment, Veteran’s or Social Security benefits.

- Students (with the exception of Special Admit) will be charge a fee for administering the examination that does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.
- The examination must be completed within the semester of date of application.
- Students may not enroll in the course in which they are applying for Credit by Examination.

**Process:**

- No later than May 1 of any calendar year, the discipline faculty shall inform the Office of Instruction which courses, if any, will be available for Credit by Examination in the subsequent academic year and the methods that will be used to determine credit.
- Applications are available online or in the Instruction and Counseling Offices. Students submit the completed application to the Counseling Office for verification of academic eligibility. A Counseling Office staff member will forward the verified application to the Instruction Office
- The appropriate Educational Administrator will assign a faculty member to develop the exam, make arrangements for administration of exam, evaluate the exam, and to submit paperwork to the Admission Office where it will be processed for transcription.
- The examination may be conducted at the College or another location agreed upon by the assigned faculty member.

**High School Articulated Credit by Examination**

Students who enroll at College of the Siskiyous may be eligible to receive college credit for high school course(s) after demonstrating competency as agreed upon through a current articulation agreement and upon successful completion of the associated examination created by College faculty. (See AP 4050 “Articulation” for development of agreements and examinations.)