Credit by Examination

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References: Education Code Section 79500; Title 5 Sections 55050 and 55052

Credit by Examination (Challenge Petition)
Students may request to challenge a course offered by the college if they have prior knowledge or skills in the subject area. The professor and/or department chair is responsible for making the decision as to whether the student has sufficient mastery of the body of knowledge or skills to pass the course.

To be eligible to challenge a course, a student must:

- Currently be registered in the college and be in good standing.
- Currently be enrolled in and completed at least one course other than the course being challenged.
- The course must be listed in the college catalog.
- NOT be enrolled in the course being challenged.
- Not have completed nor enrolled in a more advanced course.
- Have obtained approval of the challenge request from both the course professor (or department chair) and the division dean.
- Not have challenged more than 15 units.
- Complete at least one course other than the course being challenged.

Units acquired by Credit by Examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran’s or Social Security benefits. These credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree. The earned credits by examination must be clearly indicated as such on the student’s academic record. No more than 15 units may be applied to the Associate’s Degree.

A course in which a student enrolls and receives a grade of “D,” “F,” “NC”, “NP,” or “I” may not be challenged at a later date, nor may a course be challenged again to improve the grade. Units received through the challenge process do not count toward the 12 units in residence...
required for the associate degree or the full-time enrollment necessary for academic honors
determination. Note: Some private institutions will not accept course credit earned through the
challenge process.

To request a challenge, a student must file a “Credit by Examination” Petition within the first
four weeks of the semester of the first week of the summer session. Regulations are stated on the
“Credit by Examination” Petition. It is important to note that many courses are not available for
the challenge process.

Appropriate challenge fees must be paid when the petition is submitted. These fees are not
refundable. For California residents, this is equivalent to the enrollment fee. Nonresident and
international students must also pay the appropriate nonresident/international student tuition.

See Board Policy 4235.