

# SIERRA COLLEGE

## ADMINISTRATIVE PROCEDURE

AP 4235

### Advanced Placement and Credit by Examination

Date Adopted:	6/12/1989
Date Revised:	5/12/2017
Date Reviewed:	5/12/2017
References:	Title 5 Sections 55050, 55052

### Advanced Placement

Sierra College accepts all Advanced Placement (AP) examination with scores of three or higher. Currently enrolled students may be awarded up to six units of credit upon submission of official copies of exam results. Credit will be awarded for a Sierra College course or courses; as general education creditor as elective credit. For further information regarding credit for these exams please consult with a counselor.

Transfer students are cautioned that, regardless of Sierra College policy, some institutions determine Advanced Placement credit based on their own local policies and may recalculate credit. For further information regarding Advanced Placement Exam credit, please consult with a counselor.

To be eligible, the following conditions must be met:

- The student must currently be registered in the college and be in good standing.
- These credits shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.
- Once units earned are credited for advanced placement, students may not enroll in the same courses for credit.

### 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 complete 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.

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.