Credit by Examination

Credit by examination enables a student to receive academic credit by demonstrating mastery of subject matter or skills equivalent to a specific Allan Hancock College course. Each academic department determines which courses may be challenged and is responsible for developing and administering an appropriate comprehensive examination. Students may not be currently enrolled in a course equal to or more advanced than the course to be challenged, nor may they have received previous high school or college credit for such a course. To apply for credit by examination, a student must be enrolled in the current semester, be in good standing and must have completed a minimum of 12 units at Allan Hancock College. Students must apply within the first week of instruction for summer or winter session and within the first three weeks of instruction for fall and spring semesters – there are no exceptions. Units earned by credit by examination are not considered to be part of the student's official program and will not be used for reports to Financial Aid, Veterans Administration or similar agencies. There may be fees assessed for credit by examination. The grade received for the exam will be the grade earned for the class – there are no exceptions. The final grade will appear on the student's official transcript and academic history. A maximum of 12 units of credit may be allowed by special examination. The application for Credit by Examination is attached. All applications must be approved by the director, admissions and records; the instructor administering the exam; the department chair; and the dean, academic affairs. Students applying for Credit by Examination must provide transcripts from all previously attended U.S. high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent or a higher course at another educational institution.

Course Challenge List effective summer 2016

Students may only apply for Credit by Exam for the courses listed below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Alternative Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ASL 120</td>
<td>American Sign Language 1</td>
<td>ET 104</td>
<td>Introduction to Robotics &amp; Mechatronics</td>
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<tr>
<td>ASL 121</td>
<td>American Sign Language 2</td>
<td>ET 131</td>
<td>Programmable Logic Controllers (PLC’s) &amp; Industrial Control Design</td>
</tr>
<tr>
<td>AJ 101</td>
<td>Intro to Criminal Justice</td>
<td>ET 133</td>
<td>Mechatronic Systems 1</td>
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<tr>
<td>AJ 102</td>
<td>Criminal Procedures</td>
<td>FRCH 101</td>
<td>Elementary French</td>
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<tr>
<td>AJ 103</td>
<td>Concepts of Criminal Law</td>
<td>FT 101</td>
<td>Fire Protection Organization</td>
</tr>
<tr>
<td>AJ 104</td>
<td>Legal Aspects of Evidence</td>
<td>FT 102</td>
<td>Fire Prevention Technology</td>
</tr>
<tr>
<td>AJ 105</td>
<td>Community Relations</td>
<td>FT 103</td>
<td>Fire Protection Equipment &amp; Systems</td>
</tr>
<tr>
<td>AJ 120</td>
<td>Juvenile Law and Procedures</td>
<td>FT 104</td>
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<td>AJ 130</td>
<td>Intro to Corrections</td>
<td>FT 105</td>
<td>Fire Behavior &amp; Combustion</td>
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<tr>
<td>AT 100</td>
<td>Automotive Fundamentals</td>
<td>FT 379</td>
<td>Experimental Courses in Fire Technology</td>
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<td>CEL 104</td>
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<tr>
<td>CEL 131</td>
<td>Programmable Logic Controllers (PLC’s) &amp; Industrial Control Design</td>
<td>ITAL 101</td>
<td>Elementary Italian</td>
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<tr>
<td>CEL 133</td>
<td>Mechatronic Systems 1</td>
<td>MUS 110</td>
<td>Music Fundamentals</td>
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<td>EL 104</td>
<td>Introduction to Robotics &amp; Mechatronics</td>
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<td></td>
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<tr>
<td>EL 106</td>
<td>Network Essentials 1</td>
<td>MUS 111</td>
<td>Music Theory 1</td>
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<tr>
<td>EL 131</td>
<td>Programmable Logic Controllers (PLC’s) &amp; Industrial Control Design</td>
<td>SPAN 101</td>
<td>Elementary Spanish I</td>
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<tr>
<td>EL 133</td>
<td>Mechatronic Systems 1</td>
<td>WLDT 106</td>
<td>Beginning Welding</td>
</tr>
<tr>
<td>EMS 102</td>
<td>First Aid &amp; Safety</td>
<td>WLDT 107</td>
<td>Advanced Welding</td>
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<tr>
<td>EMS 303</td>
<td>Paramedic Prep</td>
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<td>EMS 321</td>
<td>Advanced Life Support</td>
<td>WLDT 330</td>
<td>Welding Certification</td>
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<td>EMS 322</td>
<td>Pediatric Advanced Life Support</td>
<td>WFT 101</td>
<td>Wildland Fire Behavior</td>
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<tr>
<td>EMS 333</td>
<td>Paramedic Theory</td>
<td>WFT 102</td>
<td>Wildland Fire Safety &amp; Survival</td>
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<tr>
<td>EMS 333</td>
<td>Paramedic Theory</td>
<td>WFT 103</td>
<td>Wildland Fire Operations</td>
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<td>EMS 350</td>
<td>Essentials of Search &amp; Rescue</td>
<td>WFT 104</td>
<td>Wildland Public Information Officer, Prevention &amp; Investigation</td>
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<td>ENVT 156</td>
<td>First Response Operational</td>
<td>WFT 105</td>
<td>Planning, Logistics and Finance</td>
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</table>
Application for Credit by Examination

To be eligible for Credit by Examination, a student must (per Title V, section 55050 of the California Education Code):

- be registered currently for credit classes at Allan Hancock College;
- be in good standing (not on progress or academic probation);
- have a cumulative record indicating a minimum of 12 units of credit completed at AHC with a grade point average of 2.0 or better;
- not have completed a course equal to or more advanced than the course for which Credit by Examination is requested;
- not be currently enrolled in the course or its equivalent, or a course more advanced than the course for which Credit by Examination is requested; and
- not have received credits at ANY institution for the course or its equivalent, or a course more advanced than the course for which Credit by Examination is requested.

The following procedures will be followed in establishing Credit by Examination for any course:

The student will:

a. prior to the end of the THIRD week of instruction for spring and fall semesters and prior to the end of the FIRST week of instruction for the summer session, obtain a Credit by Examination application from the Admissions and Records office;

b. speak with a faculty member and verify if the course is available through Credit by Examination;

c. provide to the Admissions & Records office transcripts from all previously attended US high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent, or a higher course at another educational institution.

d. obtain signatures on the application from the Director, Admissions & Records, the Dean, Academic Affairs, and the head of the department responsible for the course (the exam will not be honored unless all of the required signatures are present);

e. submit the application to the instructor administering the examination; and

f. take the examination at the time and place specified by the instructor administering the exam.

The instructor will administer an examination sufficiently comprehensive to determine the student has essentially the same knowledge and skills as those students who successfully complete the normal course. Prior to the last day of instruction for the current semester, the instructor will return the graded examination and the completed application to the Admissions and Records office, where the grade will be entered on the student’s permanent record at the end of the semester in which the grade was earned. The final grade will be indicated on the student’s permanent record as having been earned through Credit by Examination. Finalized Credit by Examination applications will not be honored if submitted by any one other than the instructor administering the exam.

revised 04/26/2016
Application for Credit by Examination

It is the student’s responsibility to obtain all necessary signatures by the deadline listed below.

To be completed by the student prior to the end of the THIRD week of instruction for fall or spring semesters and prior to the end of the FIRST week of instruction for summer session. (Please type or print)

Name

Last
First
MI
AHC Student ID Number

Course

Subject and Number (i.e. Span 101) Title (i.e. Elementary Spanish) Units

Upon application for Credit by Examination the student must provide transcripts from all previously attended US high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent, or a higher course at another educational institution.

Description of training and/or experience: Describe what specific training and/or experience that you feel qualifies you to seek college credit by examination. The course description in the college catalog outlines the scope of the course. Be sure your training and/or experience is equivalent to the course description. (Please type or print -- you may add an additional sheet of paper if necessary).

I, the student, have read the reverse side of this application and understand that the grade received for the course is the grade I will receive on the examination and the grade will appear on my academic transcript.

Student’s signature Date

I am selecting the P/NP option, instead of a letter grade (check one): □ yes □ no

This decision is not reversible – please see catalog for further information on P/NP

To be completed by the Director, Admissions & Records, prior to the end of the THIRD week of instruction for fall or spring semesters and prior to end of the FIRST week of summer session. The above named student is enrolled for ____________________ semester and has completed twelve resident units for credit, with a satisfactory grade point average, and is not on academic or progress probation.

Signature, Director, Admissions & Records or designee Date

To be completed by the Dean, Academic Affairs, prior to the end of the third week of instruction for fall or spring semesters and prior to end of the first week of summer session. The Dean’s signature indicates the above course is appropriate for Credit by Examination; It does not imply that a department must issue credit by examination.

Signature, Dean, Academic Affairs Date

To be completed by the department chair prior to the end of the third week of instruction for fall or spring semesters and prior to end of the first week of summer session. Based on the above information, the student appears to be eligible for Credit by Examination.

Signature, Department Chair Date

To be completed and returned BY THE INSTRUCTOR to the Admissions and Records office by the last day of instruction for the above semester. (Forms returned by the student will not be processed). I have administered a comprehensive examination (corrected copy attached) in the course listed above. The student should be awarded the following grade:

Final Grade: __________________________

Instructor’s Name (Please print) Signature of Instructor Date

A & R Office use: Date Processed _____________ Initials _____________