
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4235 CREDIT BY EXAMINATION

References:

Education Code Section 79500;
Title 5 Sections 55050 and 55052

Credit by Examination may be obtained by one of the following methods: *(Colleges must determine appropriate methods. The following are common.)*

- Achievement of a score of [3 or higher] on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement **Credit by satisfactory completion** of an examination administered by other agencies approved by the college **appropriate division**.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing.
- The course is listed in the college catalog.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Credit by External Examination

Also see AP 4236 Advanced Placement Credit

~~Napa Valley College shall award General Education Area credit as shown on the California Community College Advanced Placement General Education (CCC AP GE) List for Advanced Placement Exams. If no such similar course exists, then credit shall be awarded for the indicated GE Area as shown on the CCC AP List. If there is no GE Area that fits the AP Examination, elective credit may be awarded as determined by discipline faculty.~~

~~The CCC AP GE List shall be published in the NVC catalog and on the webpage.~~

Credit for the International Baccalaureate Exams (IB) and College Level Examination Program (CLEP) exams will also be awarded for GE in a similar manner.

In order to use these exam scores to complete an associate degree or a CSU or IGETC certification with Napa Valley College, a student must submit official AP, IB, or CLEP exam results for transcript evaluation.

Discipline faculty will determine if or how the AP, IB, and/or CLEP credit is applied to prerequisites and associate degree major or certificate requirements. Concerning transfer, the application of applying AP, IB, or CLEP credit to meet major requirements is determined by each transfer institution.

Credit by Internal Examination

Napa Valley College may award credit to students who have completed an internal exam (an examination administered by the college in lieu of completion of an approved course listed in the college catalog).

- Approval is based upon consideration of the applicant's background and availability of qualified instructors to create and give the examination in accordance with department policy.
- The student must be enrolled at the college during the semester he/she wishes to take the examination and in good standing.
- Courses open to Credit by Examination should be listed as such in the catalog and must be offered in the current semester.
- Faculty who agree to develop and score the exam shall follow any established department policies regarding standards for the class.
- The student will receive the letter grade earned on the examination or "pass/no-pass" option if that option is ordinarily available for the course, including an "F" if the student fails the exam.
- Credit earned by examination cannot be used to change a grade or to remove a

- “W” or “F” “IB, IC, ID, IF” grade.
- The student must pay for the course.
 - Credits acquired by examination shall not be counted toward the college residency graduation requirement.
 - The student’s academic record shall clearly indicate that the credit was earned by examination.

Procedures For Students:

Step 1. Be a currently enrolled student at Napa Valley College, but not enrolled in the course in which wanting to earn Credit By Examination.

Step 2. Verify that the Credit By Examination course is offered in the current semester. (Do not enroll in the course.)

Step 3. Fill out the application for Credit by Examination form found on the Office of ~~Instruction~~ **Academic Affairs** webpage.

Step 4. Obtain the signature of the Instructor of record who will give the exam.

Step 5. Obtain the signature of the Division Chair/Dean.

Step 6. Pay the appropriate fees at the Business Office.

Step 7. Attach receipt verifying payment of fees to this form and turn into the Office of ~~Instruction~~ **Academic Affairs**. The Vice President of ~~Instruction~~ **Academic Affairs** must approve the request before you take the exam.

After the request is approved by the Vice President of ~~Instruction~~ **Academic Affairs:**

- The Instructor will contact the student to set up the date and time to administer the examination if not already determined.
- The Instructor will record the grade on a change of grade card and submit the card to the Office of ~~Instruction~~ **Academic Affairs**.
- The Office of ~~Instruction~~ **Academic Affairs** will forward the completed change of grade card to the Admissions and Records Office to record the grade on the transcript.

[Also see AP 4236 Advanced Placement Credit](#)