



## 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 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:*

ASL 120	American Sign Language 1	ET 104	Introduction to Robotics & Mechatronics
ASL 121	American Sign Language 2	ET 131	Programmable Logic Controllers (PLC's) & Industrial Control Design
AJ 101	Intro to Criminal Justice	ET 133	Mechatronic Systems 1
AJ 102	Criminal Procedures	FRCH 101	Elementary French
AJ 103	Concepts of Criminal Law	FT 101	Fire Protection Organization
AJ 104	Legal Aspects of Evidence	FT 102	Fire Prevention Technology
AJ 105	Community Relations	FT 103	Fire Protection Equipment & Systems
AJ 120	Juvenile Law and Procedures	FT 104	Building Construction/Fire Protection
AJ 130	Intro to Corrections	FT 105	Fire Behavior & Combustion
AT 100	Automotive Fundamentals	FT 379	Experimental Courses in Fire Technology
CEL 104	Introduction to Robotics & Mechatronics	ITAL 101	Elementary Italian
CEL 131	Programmable Logic Controllers (PLC's) & Industrial Control Design	MUS 110	Music Fundamentals
CEL 133	Mechatronic Systems 1	MUS 111	Music Theory 1
EL 104	Introduction to Robotics & Mechatronics	SPAN 101	Elementary Spanish I
EL 106	Network Essentials 1	WLDT 106	Beginning Welding
EL 131	Programmable Logic Controllers (PLC's) & Industrial Control Design	WLDT 107	Advanced Welding
EL 133	Mechatronic Systems 1	WLDT 307	G.M.A.W. Welding
EMS 102	First Aid & Safety	WLDT 308	T.I.G. Welding
EMS 303	Paramedic Prep	WLDT 330	Welding Certification
EMS 321	Advanced Cardiac Life Support	WFT 101	Wildland Fire Behavior
EMS 322	Pediatric Advanced Life Support	WFT 102	Wild Fire Safety & Survival
EMS 333	Paramedic Theory	WFT 103	Wildland Fire Operations
EMS 350	Essentials of Search & Rescue	WFT 104	Wildland Public Information Officer, Prevention & Investigation
ENVT 156	First Response Operational	WFT 105	Planning, Logistics and Finance

## 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.**

### 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 \_\_\_\_\_