AP 4235  CREDIT BY EXAMINATION

Reference:
Title 5, Section 55050

Advanced Placement Exam
Cerritos College may provide students with advanced placement and credit if they score a 3, 4 or 5 on a College Board Advanced Placement Examination and the following conditions are met:

• The student must be admitted and enrolled in the College during the semester in which the advanced placement is accepted and credit is awarded.
• The student can only receive advanced placement and credit in those subject areas that have been identified and approved by faculty and division administrators.
• The student shall be responsible for submitting official documentation from the College Board verifying test scores to the Cerritos College Counseling Office and/or the Admissions and Records Office.
• The College will accept up to five (5) College Board Tests for credit provided that the student has achieved satisfactory test scores on each of the five (5) tests.

College Level Examination Program (CLEP) Examinations
Cerritos College may grant students credit for CLEP examinations under the following conditions:

• Cerritos College will grant six units of credit for each general examination on which a student scores 500 or higher.
• CLEP general examination credit may be used to satisfy General Education requirements for the Associate in Arts degree. It cannot be used to certify general education requirements for transfer. Requests for CLEP general education credit should be submitted to the Admissions and Records Office on a Petition to the Academic Records and Standards Committee.
• Credit for Subject Examinations may be granted by Cerritos College for scores of 50 or more.
• A residency of 12 units of satisfactory work must be completed at Cerritos College before CLEP credit can be granted.
• A maximum of 30 units of CLEP credit may be used for the Associate in Arts degree.
• CLEP credit may not be used to improve a previous grade earned in a course.
No CLEP credit may be earned for any course in which the student has already received a grade.

CLEP credit posted to another institution’s transcript is reevaluated based on Cerritos College’s standards.

CLEP examinations cannot be repeated until after a six-month waiting period has elapsed.

**District Administered Credit by Exam**

Cerritos College may grant students course credit for district-administered examinations under the following conditions:

1. The student is currently enrolled at Cerritos College.
2. The student’s overall GPA in all college units attempted at Cerritos College is 2.0 (This requirement is waived for new entering students.)
3. The course is approved for “Credit by Examination.” (See Schedule of Classes for list of approved courses.)
4. The student has met prerequisite(s) for the course.
5. The student has not already received credit for a more advanced course which follows this course in sequence.
6. The student has not previously attempted credit by exam for this course.
7. The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.
8. The student has not already earned the maximum of 12 units through district-administered “Credit by Examination.”
9. The student is currently registered in the college and in good standing.
10. The course is listed in the College Catalog.

Credits acquired by examination do not meet unit load requirements such 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.

Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved:** August 20, 2007

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*(Replaces former Cerritos College Policy 3014)*