

Credit by Examination (CBE) 2021-2022 Policy & Procedure

Approved Courses 2021-2022– Credit by Exam:

- **American Sign Language:** AMSL120, 121, 220, and 221
- **Architecture:** ARCH 100
- **Child Development:** CHIL160, 161, and 176
- **Culinary Arts:** CACM101, and 105
- **Education:** EDU200, and 203
- **Health:** HEAL101
- **Health Information Technology:** HEIT110, 155, 160, and 220
- **Hospitality:** HOSP101
- **Medical Assisting:** MEDA055, and 110
- **Multimedia:** MULT100, 120, and 123
- **Music:** MUSI124A, 134A, I134C, 136A, 148A, 148B, 150A, 190, 248A, 248B, 268A, 268B, 269A, 269B
- **Nutrition:** NUTR160
- **Web Development/Design:** WEBD127, 152, 164, 168, 169

Procedure for Courses on the Approved List:

***Before students begin the process for “Credit by Examination”, they are encouraged to discuss with a Counselor and Faculty member who is recommending and administering the exam.**

1. Discuss eligibility with a Counselor and Faculty.
2. Submit [Credit by Examination form](#) online through the [Districts Forms & Documents page here](#).
3. College Evaluation staff verifies request is complete and reviews eligibility (transcripts on file, no holds, course is on eligible CBE list, student is currently not enrolled in course, etc.).
4. College Evaluations forwards request to District Evaluations for final review of eligibility.
 - If approved, District will create a course in Campus Solutions and will manually enroll the student in the CBE course.
5. Once the course is created and the student is manually enrolled, the instructor and student will be notified via email/JIRA to begin administering the exam.
 - Instructor will grade student’s exam then record the grade in Campus Solutions via the Faculty Portal.
6. Upon confirmation the grade has been submitted, the College Evaluations will do a final review of the form and submit to District Records to record the grade.
7. Once reviewed and marked completed by District, an email will be sent to the student, college evaluations and records.

Procedure for Courses **NOT on the Approved List:**

***Before students begin the process for “Credit by Examination”, they are encouraged to discuss with a Counselor and Faculty member who is recommending and administering the exam.**

1. Discuss eligibility with a Counselor and Faculty.
2. Submit [Credit by Examination form](#) online through the [Districts Forms & Documents page here](#).
3. College Evaluation staff verifies request is complete and reviews eligibility (transcripts on file, no holds, course is on eligible CBE list, student is currently not enrolled in course, etc.).
4. If the course is **not on the approved course list**, the form will be sent to Dept/Dean for review.
5. College Evaluations forwards request to District Evaluations for final review of eligibility.
 - If approved, District will create a course in Campus Solutions and will manually enroll the student in the CBE course.
6. Once the course is created and the student is manually enrolled, the instructor and student will be notified via email/JIRA to begin administering the exam.
 - Instructor will grade student’s exam then record the grade in Campus Solutions via the Faculty Portal.
7. Upon confirmation the grade has been submitted, the College Evaluations will do a final review of the form and submit to District Records to record the grade.
8. Once reviewed and marked completed by District, an email will be sent to the student, college evaluations and records.

More information on the Credit by Examination Policy (AP 3900.1) for the San Diego Community College District can be found [here](#).