

CREDIT BY EXAMINATION (CBE)

1. Credit by examination (CBE) **may** be granted for work previously accomplished in other accredited institutions, or for experience or study essentially equivalent to a course for which credit is being requested.
2. The student **must be** enrolled at Evergreen Valley College and in good academic standing with the district (GPA of 2.0 or higher and not on probation or dismissal):
 - a. The course that is being challenged **must be** active and listed in the college catalog with the Credit by Examination option listed in the Course Outline of Record.
 - b. The course **does not** duplicate courses completed in fulfillment of the requirements of a high school diploma.
 - c. The course **does not** duplicate previously earned credit for the course at Evergreen Valley College or any other college or university for which college credit is granted upon admission to EVC.
3. Petition for credit by examination **must be** approved by the faculty and the respective Division Dean.
4. The student **must** have earned at least 12 units at Evergreen Valley College before applying for CBE
5. Credit by examination is **limited** to a maximum to 12 units with a minimum of "C" grade on any examination.
6. A student **may** use the Credit by Examination option to earn credit for only one course in a sequence of courses within a discipline, including prerequisite courses (you may not utilize CBE for lower division courses).
7. A student **may not** seek credit for prior learning for a course they are concurrently enrolled in.
8. A student is limited to **one attempt** to earn credit for a given course using the Credit by Examination option.
9. If a student has previously earned a mark of D, F, NP or W in a course, the student is **not eligible** for Credit by Examination for that course. Credit by Examination is not intended to be a means for students to improve a lower or substandard grade.
10. The student **may** request the Pass/Not Pass option only for courses that have identified this option in the course outline of record (check college catalog).