

**Academic Affairs**

1 **AP 4235 CREDIT BY EXAMINATION**

2 **Reference:**

3 Education Code Section 79500;  
4 Title 5, Sections 55050 and 55052

5 **Advanced Placement Exam**

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

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

19 **College Level Examination Program (CLEP) Examinations**

20 Cerritos College may grant students credit for CLEP examinations under the following  
21 conditions:

- 22 • Cerritos College will grant six units of credit for each general examination on which  
23 a student scores 500 or higher.
- 24 • CLEP general examination credit may be used to satisfy General Education  
25 requirements for the Associate in Arts degree. It cannot be used to certify general  
26 education requirements for transfer. Requests for CLEP general education credit  
27 should be submitted to the Admissions and Records Office on a Petition to the  
28 Academic Records and Standards Committee.
- 29 • Credit for Subject Examinations may be granted by Cerritos College for scores of  
30 50 or more.
- 31 • A residency of 12 units of satisfactory work must be completed at Cerritos College  
32 before CLEP credit can be granted.
- 33 • A maximum of 30 units of CLEP credit may be used for the Associate in Arts  
34 degree.
- 35 • CLEP credit may not be used to improve a previous grade earned in a course.

- 36 • No CLEP credit may be earned for any course in which the student has already  
37 received a grade.  
38 • CLEP credit posted to another institution's transcript is reevaluated based on  
39 Cerritos College's standards.  
40 • CLEP examinations cannot be repeated until after a six-month waiting period has  
41 elapsed.

42 **District Administered Credit by Exam**

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

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

61 Credits acquired by examination do not meet unit load requirements such as Selective  
62 Service deferment, Veteran's or Social Security benefits.

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

65 Office of Primary Responsibility: Vice President, Academic Affairs

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**Date Approved: August 20, 2007**

**Date Revised: June 18, 2008**

**Date Reviewed: January 16, 2019**

*(Replaces former Cerritos College Policy 3014)*