

- A. Credit by institutional examination will be offered only under the following conditions:
 - 1. A departmental or program credit by institutional examination policy is on file with Student Services.
 - 2. An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. The instructor is responsible for selecting an appropriate exam.
- B. Units earned under credit by examination provisions do not count in the twelve (12) units in residence required for graduation.
- C. To receive credit by institutional examination, a student must be in good standing and must complete (with a grade other than "W") at least three (3) units of work at MiraCosta College during the semester, other than those units that are earned through institutional examination.
- D. Credit by institutional examination is limited to those courses in the MiraCosta College catalog current for the period of evaluation.
- E. An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
- F. The deadline for returning the completed petition for credit by institutional examination to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.
- G. All examinations will be given during the period reserved for "day class" final examinations each regular semester, unless special permission is secured from the examining instructor.
- H. All examinations will be graded using the full range of grades available for any class.
- I. Credit by institutional examination will generally not be offered in a course that is a prerequisite to a course for which the student has already received college credit in a previous semester.

- J. A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. Note: This number does not include CLEP or other similar standardized tests.
- K. Credit by institutional examination in a course will be noted on the student's permanent record by a notation next to the course.
- L. Credit by institutional examination will be recorded on the student's permanent record only if department and institutional policy has been followed.
- M. Charges will be assessed for credit by institutional examination. Units earned through credit by institutional exam cannot be counted for federal financial aid payment purposes. Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, veteran's, or Social Security benefits.

Credit by institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.