

FOOTHILL COLLEGE
College Curriculum Committee
Process to List a Course as Available for Credit by Examination

Background

Although Foothill College already has an [established policy to offer courses for Credit by Exam](#), there exists no process for faculty and Divisions to approve a new course to be added to the list maintained by Admissions & Records, and published in the college catalog.

Process

The following process should be followed to list a course as available for Credit by Exam:

- A. The faculty member must discuss the implications with the division dean and the articulation officer. There may be compelling reasons for not making a course available for Credit by Exam.
 - a. If the course is listed on any program sheet(s) outside the department, it's best practice to contact faculty from that program to discuss implications.
- B. Determine with discipline faculty the parameters of the exam that will be administered during the first two weeks of the quarter (e.g., oral, written, skills test, etc.).
 - a. Decide whether to design a comprehensive exam or whether the instructor of record will administer their own comprehensive exam.
- C. Submit the request to the Division Curriculum Committee for approval.
- D. If approved, the Division Curriculum Committee will include the approval in the meeting minutes, noting the course number and title, and the name(s) of the faculty member(s) who submitted the request.
- E. The Division Curriculum Reps will notify Admissions & Records of the approval, so that the course may be added to the Credit by Exam course list in the next available edition of the college catalog.
- F. The Division Curriculum Reps will notify the Instruction Office of the approval, so that the course may be forwarded to CCC as an information item.

Once the course is listed in the catalog as available for Credit by Exam, students may choose to enroll in the course and submit a Credit by Exam petition within the first two weeks of the quarter.

In the event that a department determines that a course is no longer appropriate to offer for Credit by Exam, the following process should be followed to remove the course from the Credit by Exam course list:

- A. Submit the removal request to the Division Curriculum Committee for approval.
- B. Upon approval, the Division Curriculum Committee will include the removal in the meeting minutes, noting the course number and title, and the name(s) of the faculty member(s) who submitted the request.
- C. The Division Curriculum Reps will notify Admissions & Records of the removal, so that the course will be removed from the Credit by Exam course list in the next available edition of the college catalog.

- D. The Division Curriculum Reps will notify the Instruction Office, so that the removal of the course may be forwarded to CCC as an information item.

Credit by Exam considerations:

- If a course is primarily taught by adjunct faculty, keep in mind that requiring a part-time instructor to set aside two hours to administer an exam for a student during the first two weeks of the quarter could constitute an undue burden. Departments are encouraged to be cautious about listing such courses as available for credit by exam.
- If a course is sometimes taught by adjunct faculty, departments are encouraged to provide a comprehensive exam. Requiring a part-time instructor to write a comprehensive exam for a student during the first two weeks of the quarter could constitute an undue burden.
- All Foothill faculty want to help students reach their educational goals. Given the potential for Credit by Exam to assist in this effort, our institution has the opportunity and obligation to foster discussion about whether Credit by Exam will be used, and if so, how. The CCC sets policy and specifies procedures for proposing and reviewing courses for which Credit by Exam will be available. The final approval regarding which courses to include on the Credit by Exam list is the purview of discipline faculty.
- In determining which courses discipline faculty might choose to offer Credit by Exam, the faculty should also consider criteria or instances when Credit by Exam might not be appropriate for certain courses. For instance, if the course structure is an inherent aspect of assessment, then Credit by Exam might be inappropriate. Courses with both lecture and lab would need serious discussion as to the means of assessment if discipline faculty chooses to offer Credit by Exam.
- Students should also be made aware of possible negative consequences of Credit by Exam, such as the accumulation of too many units or the possibility of earning a less than satisfactory grade in the course based on the Credit by Exam results. Note: Title 5 §55050 (f) implies that the Credit by Exam grade will be part of the student's grade point average.