You may be granted nontraditional academic credit (e.g., military service, credit by examination, USAFI, CLEP, AP, etc.) upon proper application and, with the exception of Advanced Placement, the successful completion of 12 credit units at Gavilan College with a cumulative grade point average of no less than 2.0. University of California does not grant credit for College Level Examination Program (CLEP) exams. CLEP credit WILL NOT be used to certify the Intersegmental General Education Transfer Curriculum. Some California State Universities will grant credit for certain areas and some will not grant credit at all. Transfer students are advised to contact the university they will be attending for specific information regarding CLEP credit.

Credit by Examination (i.e., “Test Out”)

Students who have a cumulative GPA of 2.0 or higher in at least 12 units of college work completed at Gavilan College may petition for credit by examination during any term in which they are enrolled.

1. Students who may qualify for credit by examination are:
   a. Students who have never taken the class for credit.
   b. Students of exceptional ability who have studied on their own.
   c. Students with experiential background who can meet the objectives of the course.

2. Students will pay enrollment fees for the challenged class. An additional fee may be incurred if a specialized location and/or materials are required to conduct the examination. The exact fee will be based upon the actual costs of providing the exam.

3. Applications for Credit by Examination are available from the Admissions and Records Office and require the signature of the appropriate instructor, department chairperson, and appropriate dean.

4. A copy of the graded challenge examination will be submitted to the appropriate dean’s office. The type of examination is to be determined by the instructor and the department chairperson in concert with the appropriate dean.

5. The final grade will be submitted to the Admissions and Records Office for posting on the student’s transcript.

6. Students desiring to take the Challenge Examination who, due to extenuating circumstances, do not meet the above qualifications may submit a written appeal for waiver to the appropriate dean.

Students will receive the following orientation regarding Credit by Examination:

1. Nursing program students will sign a statement that they have been made aware of the college policies on Credit by Examination.

2. Students challenging a nursing course must be eligible for the course and must have met all program entry prerequisites, including admission procedures for the nursing program.

3. The college reserves the right to deny a challenge to any specific course.