

4028. ADMINISTRATIVE REGULATIONS ON COURSE CREDIT

4028.1 Responsibilities

- A. The Vice President of Academic Affairs shall be responsible for the overall coordination and implementation of these regulations relating to orderly administration of course credit.
- B. The Dean of Admissions & Records shall be responsible for maintaining orderly administration of course credit.

4028.2 Definitions

Definitions of all terms used in these regulations shall be those adopted in the Student Attendance Accounting Manual as issued by the Chancellor's Office of the California Community Colleges.

4028.3 Credit Regulations

A. Credit by Examination

Credit by examination is a provision whereby a student who is registered in the college and is in good standing may, under certain conditions, with departmental approval, take an examination for credit in a specific course. The student must have completed at least 12 semester units at Long Beach City College and have the approval of the department head and the instructional dean before being allowed to take the examination for credit. Exceptions to the 12-unit limitation must be approved by the Vice President of Academic Affairs. In all cases, courses eligible for credit by examination will be determined by the department. Credit by examination is not subject to the course repetition rules. It is up to the department to determine how many times credit by examination is offered to an individual student per semester and how many times students are allowed to attempt to pass the exam.

1. In addition to the above qualifications, the department concerned also determines specific standards of student eligibility for credit by examination.
2. The method of evaluation, including a copy of any written examination or a description of its contents, must be approved by the department and kept on file in the department and the office of the instructional dean. A copy of the test given by the instructor and certified by that instructor with signature must accompany the

Credit by Examination form for filing in the office of the instructional dean.

3. Students who take an examination for credit will be given the grade earned. Units earned through credit by examination may not be counted toward the residence requirement for the associate degree.
4. A fee will be charged to take credit by examination.

B. Credit by Directed Study

The Directed Study Program allows students in-depth study on any approved topic within a subject matter area. The following are the basic elements of the program:

1. Students must have earned at least a cumulative 3.0 (B) grade point average.
2. Students must have completed a minimum of 24 units of accredited college coursework, of which at least 12 units must be earned at Long Beach City College. Credit applied from other colleges must be supported by official transcripts on file with the Records Office.
3. Prior approval of the project by the faculty member who directs the work, department head and the instructional dean must be obtained before commencing work on the project. Failure to do so may result in denial of credit for the project.
4. Directed study work may not parallel or equate with work in an approved course within the department. It is expected that directed study work is of an advanced nature and, therefore, goes beyond the scope of subject treatment in an approved course or series of courses. Work involving simply the production of a book report or term paper is not deemed an appropriate project for this type of study.
5. While the student's work is of an autonomous nature, it is expected that the student will meet at regular intervals with his or her faculty member to discuss his or her progress and seek guidance and direction.
6. The product of the directed study will be a written report or an equivalent project which demonstrates an amount of work equal to an approved course of the same number of units - 54 hours of work for each unit of credit earned.

7. The project will be evaluated on a standard comparable to that used in the courses within the department granting the credit. The project will be evaluated by the faculty member and kept on file in the department office. The completed Directed Study form will be forwarded to the Admissions and Records Office.
 8. One to three units of credit will be granted upon satisfactory completion of the project. Each unit of credit shall be equal to 54 hours of work.
 9. Units will be placed on the student's transcript as Directed Study 99 in the subject matter area.
 10. The student shall earn no more than six units in directed study courses.
- C. Credit by Advanced Placement - Long Beach City College recognizes the Advanced Placement Program of the College Board.
1. Students are required to order official copies of their College Board transcripts with the appropriate Advanced Placement scores and have the transcripts sent to Long Beach City College's Office of Admissions and Records.
 2. Specific course credit will be granted for advanced placement examinations in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.
 3. In situations where comparable courses are not offered by a department, the advanced placement scores may be applied toward general education and/or elective unit requirements.
 4. Advanced placement credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates advanced placement units in accordance with its own internal policies for advanced placement. Thus, advanced placement units remain intact and do not transfer as Long Beach City College courses.
 5. Advanced placement credit for the Associate Degree for Transfer is approved through the general education certification for transfer to colleges or universities that accept Long Beach City College's certification.

D. Credit by College-Level Examination Program (CLEP) - Long Beach City College recognizes the CLEP of the College Board.

1. Students are required to order official copies of their College Board transcripts with the appropriate CLEP scores and have the transcripts sent to Long Beach City College's Office of Admissions and Records.
2. Specific course credit will be granted for the CLEP examinations in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.
3. In situations where comparable courses are not offered by a department, the CLEP scores may be applied toward general education and/or elective unit requirements.
4. CLEP credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates CLEP units in accordance with its own internal policies for CLEP. Thus, CLEP units remain intact and do not transfer as Long Beach City College courses.
5. CLEP credit for the Associate Degree for Transfer is approved through the general education certification for transfer to colleges or universities that accept Long Beach City College's certification.

E. Credit by International Baccalaureate (IB) Assessment - Long Beach City College recognizes the International Baccalaureate Assessment.

1. Students are required to order official copies of their IB transcripts with the appropriate IB scores and have the transcripts sent to Long Beach City College's Office of Admissions and Records.
2. Specific course credit will be granted for the IB examinations in those instances in which the department concerned has determined that the material covered is comparable to a specific course offering within that department.
3. In situations where comparable courses are not offered by a department, the IB scores may be applied toward general education and/or elective unit requirements.
4. IB credit is granted for fulfillment of Long Beach City College degree requirements. However, when a student transfers to any other college or university, that institution routinely reevaluates IB

units in accordance with its own internal policies for IB. Thus, IB units remain intact and do not transfer as Long Beach City College courses.

5. IB credit for the Associate Degree for Transfer is approved through the general education certification for transfer to colleges or universities that accept Long Beach City College's certification.

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