

Other Ways to Earn Credits

Academic Exceptions Policy

The Academic Exceptions Policy provides a process by which students may petition for exceptions to the stated requirements of a Cerro Coso Community College certificate or degree. The petitioning students bear the primary responsibility for initiating this process and ensuring that all necessary documentation and required signatures are provided.

NOTE: All students are advised that any exceptions allowed by Cerro Coso Community College are subject to review and re-evaluation (including denial) by any other college or university to which they may later transfer.



Exceptions may be requested under the following conditions:

1. A single course required for the certificate or degree has not been offered in a timely manner such that students cannot complete their degree when they have otherwise met all requirements for the certificate or degree.
2. A course taken at Cerro Coso Community College or elsewhere, which is not an equivalent course for credit toward the certificate or degree but is related and of equal rigor, may be substituted. Substitution is the recommended option.
3. Substantial revisions in program requirements have eliminated a course and the course is no longer being offered, but using the new program requirements would require additional courses and would not be the student's preferred catalog choice. (See Catalog Rights)

Students must have completed a minimum of 12 units at Cerro Coso Community College and have a cumulative GPA of 2.0 or better in order to submit an Academic Exceptions Petition.

Students may NOT petition for the waiver of any general education requirement.

Petitions may be obtained in the Counseling Office.

Credits Transferred from Other Institutions

Cerro Coso Community College only accepts transfer credits from schools that are accredited by Regional Accrediting Commissions of Schools and Colleges. Transcripts from foreign institutions must be evaluated by an approved international academic credential evaluation service. Information is available at the Counseling Office.

Credit earned from other regionally accredited institutions may be transferred to Cerro Coso Community College upon admission. Students will provide official transcripts in a sealed envelope from the institution or electronically through e-transcripts California. Transcripts submitted become the property of Cerro Coso Community College and cannot be returned to the student nor be forwarded to another institution. Students planning to graduate or transfer with certification from Cerro Coso Community College must submit all official transcripts to Cerro Coso Community College. Transcripts should be sent to:

Cerro Coso Community College
 c/o Admissions and Records Office
 3000 College Heights Blvd.
 Ridgecrest, CA 93555
 760-384-6374

An evaluation of submitted transcripts can be requested at the counseling office of the student's local campus.

Evaluations made and credits allowed by Cerro Coso Community College are subject to review and evaluation by any college or university to which a student may transfer.

Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the District for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, military service/training, the evaluation of industry recognized credentials, student created portfolios, and credit by examination. Details may be found at Administrative Procedure 4235. Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a satisfactory score on an Advanced Placement (AP) examination
- Achievement of a satisfactory score on a high-level International Baccalaureate (IB) examination
- Achievement of a satisfactory score on the College Level Examination Program (CLEP)
- Evaluation of military service Joint Service Transcripts (JST)
- Achievement of an examination administered by other agencies approved by the District
- Evaluation of industry recognized credential documentation
- Evaluation of student-created portfolios
- Satisfactory completion of an institutional examination, known as Credit by Examination, administered by the college in lieu of completion of an active course listed in the current college catalog

Determination of Eligibility for Credit for Prior Learning

- The student must be in good standing in the District
- The student must have previously earned credit or noncredit from the District or be currently registered in the District
- Current students must have an education plan on file
- The course is listed in the current College Catalog
- The student is not currently enrolled in the course to be challenged
- Credit by Examination: The student is registered in the District and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by department)
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits
- Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Advanced Placement Program

Advanced Placement (AP) is a program of college-level courses and exams for high school students. Cerro Coso Community College grants credit toward its associate degrees for the successful completion of examinations of the Advanced Placement Program of the College Entrance Examination Board. Students who score a three, four, or five may be granted up to six semester units of college credit per examination in accordance with established college standards. AP credit is awarded as non-GPA applicable transfer units earned. Additional information may be obtained from the Counseling Office, 760-384-6219.

International Baccalaureate Diploma Program

The International Baccalaureate Organization's Diploma Program is a comprehensive and rigorous two-year curriculum for university-bound students between the ages of 16 and 19. After completing the courses at the participating high school, students take the related IB examination, and the information is printed on their high school transcripts. Cerro Coso Community College recognizes the high scholastic quality of the International Baccalaureate Diploma Program and awards credit or placement as approved. Students who plan to enroll at Cerro Coso Community College should submit a copy of their official IB transcript to the Counseling Office for evaluation.

College Level Examination Program (CLEP)

The College Level Examination Program is a means through which academic credit may be given for non-traditional forms of educational experience. Those who may have reached a college level of education through home or correspondence study, on-the-job training, television courses, military service, or other means may take the CLEP examinations. Credit for the subject area examinations will be awarded upon approval of the appropriate faculty chair. Subject examinations are equated with specific courses listed in the current College Catalog.

Cerro Coso Community College recognizes the College Level Examination Program conducted by the College Entrance Examination Board in accordance with the following policies:

- **General Examinations:** A maximum of 27 units earned through the General Examination may be applied to the Associate Degree General Education requirement. A student must have completed 12 units of work at Cerro Coso Community College before CLEP credit will be awarded. By passing any of the examinations listed below, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree as follows:

Examination Title	GE Category	Sem. Units
English Composition (<i>with essay</i>)	Language and Rationality	4
Humanities	Humanities	6
Natural Science	Natural Sciences	6
Social Science/History	Social Sciences	6
Mathematics	Language and Rationality	6

- **Subject Examinations:** By passing approved examinations, a student may earn college credit applicable to the Associate in Arts or Associate in Science degree. If a CLEP Subject Examination covers the materials in an existing Cerro Coso Community College course, the CLEP Subject Examination will be the challenge examination for that course. Subject examinations, if applicable, will satisfy general education requirements, but they will not meet minimum proficiency requirements.

NOTE: Current CLEP English/No Essay may NOT be used to meet ENGL C101 graduation requirement. CLEP may not be used to satisfy Intersegmental General Education Transfer Curriculum (IGETC) requirements.

Additional information on the college’s CLEP policy is available in the Counseling Office and the Learning Assistance Center.

Military Credit

Two units of physical education credit will be awarded for the equivalent of basic training for military personnel now on active duty or veterans who have received a discharge other than dishonorable. Upon verification, evaluation of appropriate records, and department recommendation, credit may be granted for military schools and experience in accordance with the recommendations of the American Council on Education.

Servicemembers Opportunity Colleges (SOC)

Cerro Coso Community College participates as a Servicemember’s Opportunity College (SOC). As an SOC, Cerro Coso has adopted policies and practices that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. Cerro Coso agrees to transfer practices for servicemembers that minimizes the loss of credit and avoids duplication of course work, while maintaining the integrity of college programs.



Credit by Examination

Credit may be granted to any student who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the College.

Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the college catalog.

The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.

The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

Grading shall be according to the regular grading system approved by the Board of Trustees.

Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.

The district may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded.

To apply for Credit by Examination a student obtains a Credit by Examination Application form in the Counseling Office on the Ridgecrest campus or from the college office at other sites.

Equitable Placement

Cerro Coso Community College follows state law to maximize the probability that students will enter and complete transfer-level coursework in English and mathematics within a one-year timeframe of their initial attempt in the discipline, and for a student with a declared academic goal, that the transfer-level coursework satisfies the English and mathematics coursework requirements of the intended certificate or associate degree, or a requirement for transfer within the intended major, within a one-year timeframe of their initial attempt in the discipline.

To this end, the college use high school transcript information to place students in English and math courses, regardless of when the student graduated high school, applying multiple measures in one or more of the following areas:

- High School Coursework
- High School GPA
- High School Grades

Self-reported high school information will be used if high school transcripts cannot be obtained.

For students who have not graduated from high school or graduates unable to provide self-reported high school information, the college uses guided placement or self-placement. (These procedures are housed in the Counseling Department).

Students are strongly encouraged to meet with a counselor or advisor to review their placement in math and English. Placement recommendations from counseling will incorporate the student's program of study and education goal. Additional information can be found on the college website at <https://www.cerrocoso.edu/studentservices/counseling/college-placement> or by calling the Counseling Department.