

Credit by Examination Approval Form (Effective Spring 2010)

Student Name: _____ SID# _____

E-Mail: _____ Daytime Phone #: _____

Which course do you want to earn credit by examination? _____ Year/Quarter: _____

Please read the following general policy for Credit by Examination and sign below:

- Students must be registered at the college for the quarter in which examination is requested.
- Students must have completed ten quarter credit hours at the college.
- Credit is not counted toward residence requirement.
- Credit is granted only for examinations in which a grade of "C" or better is received.
- Credits by examination, together with other non-traditional credits, cannot exceed 25% of the total number of credits for a degree or a certificate, also subject to policy of individual program.
- Examination is not allowed for a course students have previously enrolled in or audited at the college.
- Examination for the same course may not be repeated.
- Students cannot receive credit by examination for world language courses in their native language.
- Individual departments or programs may require that a student complete the next highest sequential course before receiving credit. However, a student cannot receive credit by examination for any course if he or she has already completed a more advanced course in that subject area.
- Credits awarded are identified as such on the student's transcript, but are not calculated into the GPA.
- Transferability of these credits will be subject to the policies of the receiving institution.
- The student must pay a fee equal to one-half the current tuition and fee rate before the examination.

By signing below, you acknowledge that you accept the terms listed above.

Student Signature: _____ Date: _____

Credit by Examination Procedure:

- The Registration Office confirms the student's eligibility for the request.
- The program chair or division dean determines the availability of examination for the requested course. If the request is approved, the program chair or division dean assigns an examiner.
- The student pays a non-refundable fee equal to one-half the current tuition and fee rate for the credits.
- After payment is made, the student arranges scheduling with the examiner.
- After the examination, the examiner completes and returns the form to the Registration Office.

For Office Use Only	
<u>To be completed by the Registration Office:</u>	
Is the student eligible for taking Credit by Exam for: (course ID) _____? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Credit to be awarded: _____ Item Number: _____ Was payment received? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>To be completed by the program or division:</u>	<u>To be completed by the Examiner:</u>
Is an examination for the course listed above available? <input type="checkbox"/> Yes <input type="checkbox"/> No	This is to verify that the student has completed the examination on _____ for _____ (date) (Course ID)
If test is available, the assigned examiner is: Name: _____ Phone: _____	Grade: _____ Credit approved? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(A grade of "C" or better is required for credit)</small>
Signature: _____ (Program Chair or Division Dean) (Date)	Examiner's Name: _____ Signature: _____ (Examiner) (Date)

Return this form to the Registration Office (B125)