

COLLEGE OF THE CANYONS
Petition for Credit by Examination

STEP 1 - TOP PORTION TO BE COMPLETED BY STUDENT

| | | | |
|--------------------|-------|--------|----------------------------|
| Last | First | Middle | Social Security /ID Number |
| Street Address | | | Date of Birth |
| City | State | Zip | Phone Number |
| Course Name & Term | | | Course Unit Value |

I hereby petition to take the above named course in accordance with the rules governing Credit by Examination.

| | |
|-----------|--------------|
| Signature | Today's Date |
|-----------|--------------|

STEP 2 – STUDENT MUST SUBMIT FORM TO ADMISSIONS & RECORDS FOR APPROVAL OF CREDIT BY EXAM

Good Academic Standing: More Advanced Course: Yes / No

Currently enrolled as half-time: Less than 18.0 units of Credit by Exam: Eligible: Yes / No _____

STEP 3 – STUDENT MUST SUBMIT FORM TO LEAD FACULTY AND DIVISION DEAN FOR APPROVAL & SIGNATURES

Lead Faculty Approval: _____ Division Dean Approval: _____

STEP 4 – STUDENT MUST SUBMIT FORM TO CASHIER FOR PAYMENT OF FEE*

* This is a non-refundable fee payment.

Unit Value: _____ Fee Total Paid _____ Student Business Office Signature: _____

STEP 5 – STUDENT MUST SUBMIT FORM TO INSTRUCTOR ADMINISTERING EXAM

| | |
|----------------------|-------------------------------|
| Instructor of Record | Exam Date |
| Course Name & Term | Exam Grade Received |
| Instructor Signature | Signature of A&R Staff Member |
| | Date Recorded |

COLLEGE OF THE CANYONS
Credit By Examination Policy & Procedure

Credit by Examination, Board Policy 537

- 537.1 Credit by Examination may be granted for proficiency previously accomplished by other than an accredited institution; for study; travel; or other experiences in College of the Canyons approved courses. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system. Units and grade points earned shall be counted toward the Associate degree.
- 537.2 Units earned by Credit by Examination are not considered as part of the student's official program and will not be used for reports to insurance companies or other similar agencies.
- 537.3 Students must obtain permission from the lead instructor of the department from which the course is offered (or division dean if there is no lead instructor) and obtain approval from a counselor. Lead instructors (or division deans) will forward the results of the examination to the Admissions and Records Office for processing and recording.
- 537.4 Requirements for Credit by Examination:
- a) Students wishing to receive credit by examination must be a student in good academic standing at College of the Canyons and be currently enrolled in a minimum of six units.
 - b) Petitions for credit by examination in approved courses must be submitted by the eighth week of the semester. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
 - c) Courses taken through credit by examination are subject to A – F grading. Incompletes, withdrawals, or no-credit grades are not allowed.
 - d) Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for pre-requisites once the more advanced course has been completed.
 - e) A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment requirements.
 - f) The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
 - g) A maximum of 18 units may be taken through credit by examination.
 - h) Students will be charged the current enrollment fee at the time of exam plus an additional \$9.00 per unit to cover the cost of creating and administering the examination by faculty. Students will be charged these fees prior to the time the examination is attempted.
 - i) Credit by exam fees must be paid prior to taking the exam. Fees are non-refundable.

Credit By Examination Procedures

1. Student must fill out the top portion of the "Petition for Credit by Examination" form.
2. Student must submit to Admissions & Records Office to verify and approve, academic standing, completion of a more advanced course, current semester enrollment and less than 18.0 units of Credit by Exam. Petition must be filed prior to the 50% deadline of instruction.
3. Student must submit to Department Chair and Division Dean for approval.
4. Student must submit to the Student Business office for fee payment. Fees are non-refundable, regardless of the outcome of the exam. Student will receive the pink copy of the petition at this time. Cashier will retain goldenrod copy.
5. Student must submit to Instructor administering the exam.
6. Instructor of record must forward the completed form to his or her department chair/division dean. Instructor of record will retain canary copy of form.
7. The department chair/division dean will forward to Admissions and Records with a grade prior to the last day of the semester/term in which the exam was taken.
8. Admissions and Records will post the grade given on the student's transcripts. White copy of the form will be placed in the student's permanent record.