



## CREDIT – BY – EXAMINATION WORLD LANGUAGES

To apply for Credit-By-Examination the student must assess their level to determine the highest-level class they can enroll in.

### For Spanish

- Set up an appointment for a Spanish placement test offered at the Assessment Center. Make appointment online.

### For Other Languages

- Complete the Matriculation Appeal process in the Counseling Department to assess level.

After enrolling in or have successfully completed a higher-level course, students may apply for credit-by-examination for a lower level course. Student must submit this form to the Student Services Specialist in the Admissions office 2 weeks prior to the end of the semester and pay non-refundable fees. When student completes a higher-level course with a "C" or better and the Dean of Admissions & Records approves the granting of credit, student will be given credit (not a grade) for a lower-level course.

Maximum credit is one class per term. Students must complete the criteria listed below to be eligible for credit-by-examination. Students must be enrolled in a Norco College course. Students must fill out a new request for each additional course in the following terms. Students may receive credit-by-examination in one course for each term in a total unit amount not to exceed 15 units. Students who are transferring to a 4-year institution are encouraged to consult with a counselor prior to applying for credit-by-examination. Students may not receive credit for levels 3N, 8, 11 or 12 through the Credit-by-Examination process.

FEES (Students pay non-refundable credit-by-examination fees.)				
1 unit = \$46	2 units = \$92	3 units = \$138	4 units = \$184	5 units = \$230

### TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

SS#/Student ID# \_\_\_\_\_ Phone #: \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I wish to apply for Credit-by-Examination in the following lower level course.

Course Name \_\_\_\_\_ Units \_\_\_\_\_

I am currently enrolled or have completed the following higher-level course:

Term during which course was completed: Fall ☐ Winter ☐ Spring ☐ Summer ☐ Year \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE ADMISSIONS OFFICE:

Criteria for Approval

\_\_\_\_\_ 12 units completed at Norco College/RCCD

\_\_\_\_\_ Meets criteria/approved

\_\_\_\_\_ 2.00 or above Grade Point Average

\_\_\_\_\_ Does not meet criteria/disapproved

\_\_\_\_\_ Currently enrolled at Norco College

\_\_\_\_\_ ID Checked \_\_\_\_\_ Fees Paid

Student Services Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY THE DEAN OF ADMISSIONS & RECORDS:

Student may receive credit for the following lower level course.

Course Name \_\_\_\_\_ Units \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY ADMISSIONS AND RECORDS:

\_\_\_\_\_ Credit entered to academic history \_\_\_\_\_ Date \_\_\_\_\_ Staff Initials \_\_\_\_\_