



By submitting this request, I am authorizing Norco College staff to complete the transaction requested.

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.

Table with 5 columns: 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