

PETITION FOR CREDIT-BY-EXAMINATION

GENERAL INFORMATION

Note: The World Language Department has different requirements for receiving credit; ask for information at Admissions & Records or with the World Language Department.

To petition for credit by examination, a student must be currently enrolled in good standing at RCCD but may not be enrolled in the class for which he/she is requesting credit by examination. Student must have completed at least 12 units of work within RCC District with an overall grade point average of 2.0. Student may not apply for Credit-By-Examination until after the deadline to drop classes with a refund has passed.

A student may receive credit by examination in one course for each term. Total amount given cannot exceed 15 units. Credit-By-Examination may be granted only for courses listed in the Norco College Catalog. Unit values will be granted equal to the catalog courses.

The student who petitions for credit-by-examination will receive the grade that he/she earns on the examination. The results of all such examinations with grades will be entered in the student's permanent record in the same manner as for regular courses. If a student fails an examination, an "F" grade will be reflected on the student's transcript.

Credit-By-Examination is not treated as part of the student's study load for any semester and, therefore, will not require a petition for excess study load. It is not part of the study load for Selective Service Deferral or Veteran's Administration.

Student must pay non-refundable applicable fees. Arrangements for the examination will not be final until the department chairperson receives verification from the Office of Admissions of the completed petition and payment of fees. The Department, working with the student, shall establish a date, time and place for the student to take the examination.

Approval from the Department Chairperson shall require presentation by the student of acceptable evidence of having had special training experience, or independent study presumed to be equivalent to the course for which credit-by-examination is requested. The Department Chairperson, after discussion with the staff concerned, must approve or disapprove the petition.

PROCEDURE:

1. Student takes the form to the Department for approval.
2. If approved, student takes the form to Admissions on one of the campuses to see if criteria are met.
3. If criteria are met, student pays non-refundable fees.
4. Admissions return the form to the Department showing that fees have been paid.
5. Admissions notifies the student that the form has been sent to the Department
6. The student works with the Department to determine a time and place for the exam.
7. After the student has taken the examination, the Department returns the completed form to Admissions (no later than final grade submissions for that term).
8. Admissions and Records at Norco College posts grade after academic history is recorded for the current term.
9. Student is mailed a copy of the completed Credit-By-Examination form.



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

Student Request for Credit-By-Exam

TO STUDENT: Please read the reverse side of this form to be sure you meet the requirements for Credit-by-Examination before submitting your petition.

SS/ID # _____

LAST FIRST M.I. DOB

STREET CITY STATE ZIP

(_____) _____
PHONE NUMBER

I wish to apply for Credit-by-Examination in the following course: _____ I am currently enrolled in _____ units.

COURSE TITLE COURSE NUMBER UNITS

I expect to complete the examination and receive credit during:
 Fall _____ Winter _____ Spring _____ Summer _____

My request is based on a previous course(s), work experience, or independent study as follows:

DATE STUDENT'S SIGNATURE

FOR OFFICE USE ONLY

DEPARTMENT ACTION TAKEN: ___Approved ___Not Approved

DEPT. CHAIR SIGNATURE TERM FOR CREDIT-BY-EXAMINATION

ADMISSIONS ACTION TAKEN
___12.00 Units Completed ___Meets Criteria/Approved ___Does Not Meet Criteria/Not Approved
___2.00 or above GPA ___Fee Paid
___Currently Enrolled in Term ___ID checked

Date A&R Student Services Specialist

DEPARTMENT ACTION TAKEN:
Term for Credit-by-Exam: _____ Grade Received: _____

Date Instructor Signature Date Dept. Chair Signature

You must return this form no later than the date final grades are due.

ADMISSIONS & RECORDS OFFICE ACTION TAKEN:
___Student Notified ___Grade Entered to Academic History Initials _____