

Credit by Exam

1. Download the form online or obtain from the Division Office
2. Contact the Division Office to determine if you can challenge a course via the credit by exam process
3. After receiving approval and signatures from the Division representatives, take/send the form to Admissions and Records (Admissions@scc.losrios.edu) to determine eligibility (you will **not** be enrolled in the course at this time)
4. If eligible, contact the Business Office to pay the appropriate fees
5. Take/send the completed form to the instructor who will collect the form and administer the exam
6. The instructor will submit the completed form, including the CBE results, to the Admissions and Records Office for processing
7. You will receive a letter grade unless you also fill out the Pass/No Pass grade request
8. The Admissions and Records Office will post the credit by exam course and grade at **the end of the semester.**

**SACRAMENTO CITY COLLEGE
PETITION FOR CREDIT BY EXAMINATION / COURSE CHALLENGE**

Requests for Credit by Examination must originate by the fifth (5) week of instruction for fall or spring semesters.

I. STUDENT INFORMATION

Name _____ Student ID _____
Last First M
Address _____ Date of Birth _____
City/State/Zip _____ Phone (_____) _____
Course in which examination is requested _____ Unit Value _____

Student Signature _____ *Date* _____

II. DEPARTMENT/DIVISION APPROVAL

A. Instructor will develop, administer, and correct examination.

Instructor Signature _____ *Date* _____

Department Chair Signature _____ *Date* _____

B. Permission of Division Dean

Division Dean Signature _____ *Date* _____

III. ADMISSIONS & RECORDS OFFICE ELIGIBILITY VERIFICATION

- A. Is the student currently enrolled?
- B. Is the student in good standing?
- C. The student has earned _____ units of Credit by Examination (15 max).

According to the records in the Office of Admissions and Records, the course being challenged has not been taken for credit or previously failed. I certify the above statements are true.

Dean of Admissions & Records Signature _____ *Date* _____

IV. BUSINESS OFFICE RECEIPT

A. The student paid \$ _____ on _____. Received by _____

V. EXAMINATION RESULTS

TO BE COMPLETED AND SUBMITTED TO ADMISSIONS & RECORDS BY THE INSTRUCTOR

Course Title _____ Units _____ Grade (letter grade) _____

Instructor Signature _____ *Date* _____

POSTING TO RECORDS

Admissions & Records Signature _____ *Date* _____