Credit by Exam

1. Download the form online or obtain from the Division Office
2. Go to 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 the form to Admissions and Records to determine eligibility (you will not be enrolled in the course at this time)
4. If eligible, go to the Business Office to pay the appropriate fees
5. Take 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?     Yes _____     How many units? _________

B. Does the student have a 2.0 GPA or better?    Yes _____     No _____

C. Has the student completed a minimum of 12 units at SCC or will have completed 12 units during the current semester at SCC? Yes _____     No _____

D. 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

Revised 01/2018