



Credit By Examination Request

A student may request for credit by examination provided the student has evidence of training and/or experience in that subject area. Contact the appropriate Division Dean for a list of courses that may be challenged by examination. Should the request be approved, the grade will become part of the student's permanent record. The record will be clearly annotated to reflect that the credit was earned by examination.

In order to challenge a course for credit by examination, a student must be in good standing as evidenced by:

1. Registration in other Columbia College credit course(s) at the time the course is challenged.
2. A cumulative grade point average (GPA) of 2.0 or better for any previous college units earned.

Credit by examination will NOT be granted for a course:

3. If the units granted would cause the student to have completed more than 30 units of credit by examination.
4. In which a student is currently enrolled.
5. In which a student has received a grade or a "W".
6. In which a student has received AP credit.
7. That is below the student's academic level or below course completed.

The student should confer with the Division Dean of the course subject area for procedures and standards for filing a Credit by Examination request. A student who wishes to file for P/NP option must submit his/her request at the time the Credit by Examination form is filed. Units earned by examination do not count toward the residence requirement nor do they count toward full-time status.

Requests must be filed no later than seven weeks before the end of the semester. The current per unit fee(s) will be charged for each course challenged. It is the student's responsibility to check on the progress of this request. *(Note: A waiver of fee(s) may be granted based on Financial Aid Office criteria.)*

STEPS TO COMPLETE CREDIT BY EXAMINATION FORM:

1. Student requests and completes the STUDENT portion of the form. Admissions & Records Specialist completes the eligibility section of the form.
 2. If approved, student takes the form to the appropriate division to complete the DIVISION DEAN portion of the form. Requires Dean's signature.
 3. Student takes the completed form with the appropriate signatures to the Business Services Office for payment OR to the Financial Aid Office for Fee Waiver verification.
 4. Student schedules examination with the Instructor. Instructor will complete REPORT OF EXAMINATION section and issue grade. Requires Dean's signature.
 5. Division Office submits completed form to the Admissions & Records Office for final processing.
-



Credit By Examination

Submit completed form to Admissions & Records.

To be completed & signed by the STUDENT:

Today's Date: _____ Student ID: w _____ Phone: _____

First Name: _____ Middle Initial: _____ Last Name: _____

A. I REQUEST THE PRIVILEGE OF TAKING AN EXAMINATION FOR CREDIT IN:

Course Name & Section Number: _____ Course Units: _____ Semester/ Year: _____

Course Title: _____

B. I submit the following details concerning my previous training and experience in the field (List names and places of firms, dates of service, nature of work, or courses taken. You may also attached a typed statement, if more room is needed.)

Student Signature: _____ Date: _____

To be completed & signed by the ADMISSIONS & RECORDS OFFICE:

____ **Yes**, student satisfies eligibility criteria #1-7 listed on page one and is permitted to take a Credit by Examination, if approved by Division Dean.
____ **No**, student does not meet one or more of criteria listed on page one. Missing criteria # _____.

Admissions & Records Staff Signature: _____ Date: _____

To be completed & signed by the DIVISION DEAN'S OFFICE:

Approved: _____ Denied: _____ Reason (If Denied): _____

Division Dean Signature: _____ Date: _____

To be completed by the BUSINESS SERVICES OR FINANCIAL AID OFFICE:

Business Office Fee Paid: _____ Date: _____ Staff Initials: _____

Financial Aid - Waiver Status: _____ Date: _____ Staff Initials: _____

REPORT OF EXAMINATION to be completed by the DIVISION DEAN'S OFFICE:

Course Name & Number: _____ Course Title: _____ Units: Examination

completed on _____ and a grade of _____ was received and should be recorded on his/her permanent record.

Examiner's Signature: _____ Date: _____

Division Dean Signature: _____ Date: _____

AFTER ALL SIGNATURES HAVE BEEN OBTAINED, ALL FEES HAVE BEEN PAID, & EXAMINATION HAS BEEN COMPLETED, DIVISION OFFICE MUST RETURN THIS FORM TO THE ADMISSIONS & RECORDS OFFICE FOR FINAL PROCESSING.

Signature: _____

Date Posted: _____