

SADDLEBACK COLLEGE

CREDIT BY EXAMINATION

NAME: _____ STUDENT ID NO. _____
Last First MI

ADDRESS: _____
Street City State ZIP Phone

I am requesting Credit by Examination for:

Course Name and No. Course Title Units

SECTION A:

I understand that:

1. It will be my responsibility to secure the signatures requested under B & C-1 below. Only after this petition has been filed in the Office of Admissions and Records is the contract established.
2. Upon approval I will assume the responsibility of being present for any examinations at the times designated by the Instructor and/or Division Dean.
3. After this petition has been filed it will be mandatory that I take the examination and accept the grade entered on my official transcript. A grade of "CR" will be assigned if the examination is passed, and a grade of "NCR" will be assigned if the examination is failed. Failure to take the exam will result in a "NCR" grade.
4. My transcript will indicate that the course was completed by examination. Neither a grade of "CR" or "NCR" will affect the grade point average.
5. I am responsible for the information contained in the college catalog regarding credit by examination. (See reverse side for catalog information).

STUDENT: _____
Signature Date

ADMISSIONS AND RECORDS CLEARANCE: _____
Signature Date

Note: Signatures required below must not be given before Admissions & Records clearance.

SECTION B:

INSTRUCTOR: _____
Signature Date

SECTION C: ADMINISTRATIVE APPROVAL:

DIVISION DEAN: _____
Signature Date

VICE PRESIDENT FOR INSTRUCTION: _____
Signature Date

TO BE RETURNED TO ADMISSIONS AND RECORDS BY VICE PRESIDENT FOR INSTRUCTION

Credit by Examination—Specific Course Credit

Currently enrolled students may qualify for credit by examination for courses in the current Saddleback College catalog for which they appear to be reasonably qualified by training or experience, and for which they have not received previous college credit, attempted credit by examination, or ever enrolled in the course. However, the course in which the student seeks credit by examination should be one in which the course content can be tested by examination in the opinion of the department and of the instructor assigned. A student may not receive credit by examination for any course which is prerequisite to one for which credit has been received. A minimum 2.0 grade- point average in at least 12 units completed at Saddleback College is required to enroll in Credit by Examination. Units earned through credit by examination shall not be counted in determining the 12 semester-unit minimum required in residence for graduation.

The procedures for securing permission to obtain Credit by Examination for a course are as follows:

1. The student obtains a Credit by Examination petition form from the Office of Admissions and Records which will determine eligibility.
2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of the instructor that the course content can be tested by examination, and that the student possesses sufficient background, previous training, and/or skills to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed within the department, obtains the signature of the appropriate division dean.
4. Following division endorsement, the request is forwarded to the Vice President for Instruction for signature.
5. The initiating instructor prepares, administers, and grades the examination.
6. A grade of Credit (CR) or No Credit (NCR) will be assigned and the course will be identified as "Credit by Examination" on the transcript.

Note: Students should be aware that some universities will not recognize credit through course completion, or through credit by examination, for languages other than English in which they have received formal schooling in that language.