

## APPLICATION FOR CREDIT BY EXAMINATION

**POLICY**

1. The student must be currently enrolled at Rancho Santiago Community College District (RSCCD), **TESTING FEES WILL APPLY.**
2. Except in the case of Registered Nursing courses, the student must not enroll in a course which is to be challenged. In the event a student decides to challenge a course in which he or she is already enrolled, he or she must withdraw from that course **prior to the end of the second week of instruction.**
3. Students may attempt Credit by Examination **only once** in a particular course.
4. **For complete CREDIT BY EXAMINATION policy, see current Catalog.**

Student Name	Student ID #	Date
Address	City	State/Zip
Phone #	Email	

I hereby petition to take the following course Credit by Examination:

Complete Course Title (Ex. Spanish 101)	Units
---	-------

### OFFICE USE ONLY

Student currently enrolled.    **YES**    **NO**    \_\_\_SI    \_\_\_Spring    \_\_\_Fall    \_\_\_Summer    **20**\_\_\_

Signature of Admissions Clerk	Date
-------------------------------	------

-----  
 Examiner's Grade                    **PASS**                    **NO PASS**

Examiner's Signature	Date
----------------------	------

Signature of Division Dean	Date
----------------------------	------

Grading of the examination is on a Pass/No Pass basis. Pass represents a grade of "C" or better and will be shown on the transcript as "credit by examination". Grades less than "C" will be reported to the college Admissions and Records Office but not recorded on the transcript. "Pass" grades will be computed as units earned but will not be counted in the grade point average.

**Distribution:    (1) Admissions & Records                    (2) Division Office                    (3) Student**  
**Submit all three copies to the Admissions Office**