



NAME : _____ STUDENT ID NO. _____
Print Last First MI

EMAIL: _____ PHONE: _____

I am requesting Credit by Examination for:

Course Name and No.	Course Title	Units
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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 "P" (Pass) will be assigned if the examination is passed, and a grade of "NP" (No Pass) will be assigned if the examination is failed. Failure to take the exam will result in a "NP" grade.
4. I will pay for the course for which Credit by Exam is obtained.
5. My transcript will indicate that the course was completed by examination. Neither a grade of "P" or "NP" will affect the grade point average.
6. I am responsible for the information contained in the college catalog regarding credit by examination. (See reverse side for information).

STUDENT: _____
Signature Date

ADMISSIONS AND RECORDS CLEARANCE:

Yes No _____
Signature Date

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

SECTION B:

INSTRUCTOR: _____
Print Name Signature Date

SECTION C: ADMINISTRATIVE APPROVAL:

DIVISION DEAN: _____
Print Name Signature Date

VICE PRESIDENT
FOR INSTRUCTION: _____
Print name 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 have not received previous high school or college credit, have not attempted credit by examination, or have never enrolled in the course for which Credit by Exam is being requested. Additionally, the course should be one in which the course content can be tested by examination, in the opinion of the department and the instructor assigned. A student may not receive credit by examination for any course which is a prerequisite to one for which credit has been received.

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 who will determine if the student is eligible for the Credit by Exam.
2. The student contacts an instructor who teaches the course for which Credit by Examination is requested. If it is the judgment of that instructor that the course content can be tested by examination, and that the student possesses sufficient background, previous training and/or skill to attempt the examination, the instructor signs the form.
3. The student, following policies and procedures developed with the department, obtains the signature of the division dean.
4. Following division endorsement, the request is forwarded to the Vice President of Instruction for signature.
5. The initiating instructor prepares, administers and grades the examination.
6. A grade of Pass (P) or No Pass (NP) will be assigned and the course will be identified as "Credit by Examination" on the transcript.
7. The student will pay for the course for which Credit by Exam is obtained.

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.