



# CREDIT BY EXAMINATION PETITION

**IT IS VERY IMPORTANT THAT YOU READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM:** Refer to the current Schedule of Classes or College Catalog for the current course listings of classes that qualify for Credit by Examination.

**Eligibility:**

1. Be currently registered and have a minimum cumulative GPA of 2.0.
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advance course in this discipline.
4. The maximum number of units for which a student may petition for Credit by Examination at the College is 15 units.

**Processing Steps:**

1. The Admissions Office will check for preliminary qualifications listed above.
2. The petition is forwarded to the Department Chair.
3. An examination will be administered and evaluated by the Department Chair or designee. \* \*\*
4. Upon evaluation of the examination, the Department will assign Pass or No Pass. If the student passes the examination, P will be assigned. If the student does not pass the examination, NP will be assigned. \*\*\*
5. When all authorized signatures are obtained, the Admissions Office will annotate the student record.

Last Name	First Name	Middle Initial	Student ID Number
Other Names Used	Date of Birth		Telephone Number
Address	City	State	Zip
			Email Address

Semester & Year	Semester & Year	Semester & Year	Semester & Year
Course Name & Number	Course Name & Number	Course Name & Number	Course Name & Number

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE		
ADMISSIONS	DEPARTMENT CHAIR	DEPARTMENT DEAN
<input type="checkbox"/> Meets Preliminary Requirements	<input type="checkbox"/> P	<input type="checkbox"/> 9700 Number Assigned
<input type="checkbox"/> Doesn't meet Preliminary Requirements	<input type="checkbox"/> NP	
Signature	Signature	Signature
Date	Date	Date
Student Notification: <input type="checkbox"/> Email <input type="checkbox"/> USPS		Signature: _____ Date: _____

\* See backside of this form

\*\* See backside of this form

\*\*\* See backside of this form

### **6704.15 EXAMINATIONS; TITLE 5, C. C. R., SECTION 55753**

The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this Board Rule.

\* Note: In accordance with policies and procedures approved by the college curriculum committee, the Department may accept an approved examination conducted at a location other than the college.

\*\* Note: The Administration of Justice Department will review petitions May only **UNTIL FURTHER NOTICE**.

\*\*\* Note: The Department will submit the petition (and authorized verification of score if petition is based on an examination administered by external agency).