

# STUDENT REQUEST FOR CREDIT-BY-EXAM

**TO STUDENT: Please read the form to be sure you meet the requirements for Credit-by-Examination before submitting your petition.**

\_\_\_\_\_  
LAST FIRST M.I. STUDENT I.D. NUMBER

\_\_\_\_\_  
STREET CITY STATE ZIP

(\_\_\_\_\_) \_\_\_\_\_ I am currently enrolled in \_\_\_\_\_ units.  
PHONE NUMBER RCCD EMAIL

I wish to apply for Credit-by-Examination in the following course:

\_\_\_\_\_  
College (RIVERSIDE, MORENO VALLEY, NORCO) COURSE/NUMBER UNITS

I expect to complete the examination and receive credit during: Fall Winter Spring Summer 20\_\_\_\_\_

My request is based on a previous course(s), work experience, or independent study as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
DATE STUDENT'S SIGNATURE

### FOR OFFICE USE ONLY

**ADMISSIONS & RECORDS ACTION TAKEN:**

\_\_\_\_ 12.00 Units or 50% of certificate coursework completed at RCCD Meets Criteria  
 \_\_\_\_ 2.00 or above GPA Does Not Meet Criteria  
 \_\_\_\_ Currently enrolled in semester

\_\_\_\_\_  
 ADMISSIONS AND RECORDS NAME DATE ADMISSIONS AND RECORDS SIGNATURE

**DEPARTMENT ACTION TAKEN:** Approved Not Approved

Term for Credit-by-Exam: \_\_\_\_\_ Grade Received: \_\_\_\_\_

\_\_\_\_\_  
 DATE INSTRUCTOR'S NAME INSTRUCTOR'S SIGNATURE

\_\_\_\_\_  
 DATE DEPARTMENT CHAIR'S NAME DEPARTMENT CHAIR'S SIGNATURE

**You must return this form no later than the date final grades are due.**

**ADMISSIONS & RECORDS OFFICE ACTION TAKEN:**

Student Notified Date \_\_\_\_\_ Grade Entered to Academic History Initials \_\_\_\_\_

**Riverside City College**  
**PETITION FOR CREDIT-BY-EXAMINATION**

**GENERAL INFORMATION**

**Note:** The World Languages Department has different requirements for receiving credit; ask for information at Admissions or at the World Languages Department.

To petition for credit by examination, a student must be currently enrolled in good standing at RCCD but may not be enrolled in the class for which he/she is requesting credit by examination. Student must have at least 12 units or 50% of certificate coursework completed at Riverside Community College District with an overall grade point average of 2.0 (C).

Total amount given cannot exceed 45 units. Credit-By-Examination may be granted only for courses listed in the Riverside City College Catalog. Unit values will be granted equal to the catalog courses.

The student who petitions for credit-by-examination will receive the grade that he/she earns on the examination. The results of all such examinations with grades will be entered in the student's permanent record in the same manner as for regular courses. If a student fails an examination, an "F" grade will be reflected on the student's transcript.

Credit-By-Examination is not treated as part of the student's study load for any semester and, therefore, will not require a petition for excess study load. It is not part of the study load for Selective Service deferment, Veterans, CalWORKS, EOPS, (and other special programs) or Social Security benefits.

Arrangements for the examination will not be final until the department chairperson receives verification from the Admissions and Records Office of the completed petition. The Department, working with the student, shall establish a date, time and place for the student to take the examination.

Approval from the Department Chairperson shall require presentation by the student of acceptable evidence of having had special training experience, or independent study presumed to be equivalent to the course for which credit-by-examination is requested. The Department Chairperson, after discussion with the staff concerned, must approve or disapprove the petition.

**PROCEDURE:**

1. Student completes form online or in the Admissions and Records office.
  - Riverside City College - [admissionsriverside@rcc.edu](mailto:admissionsriverside@rcc.edu)
2. If criteria are met, Admissions notifies the student that the form has been sent to the Department.
3. The student works with the Department to determine a time and place for the exam.
4. After the student has taken the examination, the Department returns the completed form to Admissions (no later than final grade submissions for that term).
5. Admissions and Records posts grade after academic history is recorded for the current term.
6. Student is emailed a copy of the completed Credit-By-Examination form.