To apply for Credit-By-Examination the student must assess their level to determine the highest-level class they can enroll in.

For Spanish: Set up an appointment for a Spanish placement test offered online by emailing assessment@rcc.edu.

For Other Languages: Complete the Matriculation Appeal process in the Counseling Department to assess level.

After enrolling in or have successfully completed a higher-level course with a "C" or better, students may apply for credit-by-examination for a lower level course. Student must submit this form to the Admissions office two weeks prior to the end of the term of which they are currently enrolled. When the above criteria is met and the Dean or Director of Admissions & Records approves the granting of credit, student will be given credit (not a grade) for a lower-level course.

Students must complete the criteria listed below to be eligible for credit-by-examination. Students must be enrolled in a Riverside City College course. Students may receive credit-by-examination in a total unit amount not to exceed 45 units. Students who are transferring to a 4-year institution are encouraged to consult with a counselor prior to applying for credit-by-examination. Students may not receive credit for levels 3N, 8, 11 or 12 through the Credit-by-Examination process.

TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Last Name:_____ First Name: _____M.I._____

Student ID#_____ Phone #: _____

Street_____City_____State_____Zip_____

I wish to apply for Credit-by-Examination in the following <u>lower level course</u>.

Course Name_____ Units_____

I am <u>currently enrolled or have completed</u> the following higher-level course: _____

Term during which course was completed: Fall_____ Winter_____ Spring_____ Summer_____ Year_____

Student Signature_____Date_____

TO BE COMPLETED BY THE ADMISSIONS OFFICE:
Criteria for Approval:

_____12 units completed at Riverside City College/RCCD   _____Meets criteria/approved

_____ 2.00 or above Grade Point Average   _____Does not meet criteria/disapproved

_____Currently enrolled at Riverside City College/RCCD   _____ID Checked

Student Services Specialist Name_____

Student Services Specialist Signature_____Date_____

TO BE COMPLETED BY THE DEAN _or_ DIRECTOR OF ADMISSIONS & RECORDS:
Student may receive credit for the following lower level course.

Course Name_____ Units_____ Date_____

Name_____ Signature_____

TO BE COMPLETED BY ADMISSIONS AND RECORDS:

_____Credit entered to academic history _____Date _____Staff Initials