

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 _____
(_____) _____	PHONE NUMBER _____		RCCD EMAIL _____

I am currently enrolled in _____ units.

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

College (RIVERSIDE, MORENO VALLEY, NORCO) _____	COURSE/NUMBER _____	UNITS _____
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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:

I have completed a noncredit mirrored course and I am petitioning for credit: YES NO

DATE _____	STUDENT'S SIGNATURE _____
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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 _____
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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
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.