

# CREDIT BY EXAMINATION PETITION INSTRUCTIONS



## ELIGIBILITY REQUIREMENTS

A student must satisfy **ALL** of the following:

1. Be currently registered in at least one other graded course.
2. Be in good academic standing (minimum 2.0 GPA) and maintain a non-probationary status.
3. Not be currently enrolled in the course being petitioned or have previous college credit for the course. Credit will not be awarded if the course is a prerequisite for another course already completed.
4. Not have challenged more than 15 units at Southwestern College. Students are limited to challenge two courses a semester or one course during the summer.

Student will be given the option of choosing to receive a letter grade OR Pass/No Pass credit at the end of the semester. The transcript will be annotated to indicate that the course was by examination and the credit option cannot be changed at a later time.

**NOTE:** Students transferring to colleges and universities should check those institution's policies on acceptance of courses taken as Credit by Exam. Credits obtained by challenge examination are not accepted for meeting the unit load enrollment requirement for VA, social security benefits, financial aid, cooperative education, or for satisfying graduation residence requirements.

## CHECK OFF LIST & TIMELINES FOR STUDENTS

A student must comply **ALL** the following:

- SUBMITTING PETITION**  
Complete and file petition with Admissions prior to the end of the sixth week of the semester.
- PICK-UP PETITION**  
Return to Admissions in two days to pick up the petition; take to assigned School/Department.
- OBTAIN PROPER SIGNATURES**  
By the eighth week of the semester, obtain approval signature from the evaluating instructor and report to Department Chair/Dean responsible for the course being challenged. Arrangements to take the exam will be made at that time.
- PAYMENT**  
Once form is complete with ALL appropriate signatures take form to Cahier's office and pay appropriate fees before the ninth week of the semester. Please note Financial Aid or any other programs do NOT cover payment student is responsible for own payment, and return completed form with copy of payment to the Admissions office.
- EXAM DATE**  
Take proof of payment to assigned Instructor on the day of the exam for eligibility to take exam. **Students are responsible for the fees once the petition is signed by the Chair/Dean even if they fail to show up for the exam.**

**PLEASE VERIFY IF CLASS IS ELIGIBLE FOR CREDIT BY EXAMINATION**



# CREDIT BY EXAMINATION PETITION

Semester/Session (Check one):  Fall  Spring  Summer Year: \_\_\_\_\_

Name: \_\_\_\_\_ ID#: \_\_\_\_\_  
LAST NAME FIRST MIDDLE

Email: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Course to be challenged: \_\_\_\_\_ School: \_\_\_\_\_

Units: \_\_\_\_\_ With the following Grading Method:  PASS/NO PASS OR  LETTER GRADE (A, B, C, D, F)

*I have read the eligibility requirements for credit by examination and hereby request to earn credit for the course I have listed above.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## ADMISSIONS ELIGIBILITY VERIFICATION

- Registered in another credit course at Southwestern College.
- Not enrolled in the requested course.
- Be in good academic standing and/or 2.0 cumulative GPA
- Previously enrolled and received substandard grade of \_\_\_\_\_  Eligible  Not Eligible
- Has not received credit for a higher level course at SWC.
- Has not completed more than 15 units by credit examination and/or more than two courses this semester (1 course for summer).

NOTES: \_\_\_\_\_

\_\_\_\_\_  
Verified by

\_\_\_\_\_  
Date

## DEPARTMENT APPROVAL

### INSTRUCTOR APPROVAL:

\_\_\_\_\_  
LAST NAME FIRST

\_\_\_\_\_  
Instructor's signature

**STUDENT AGREEMENT:** *I understand that by signing this form I will be charged for this course and am obligated to pay all fees. I further understand that if I fail to show for the examination I will be assigned a no pass grade for the course and will not be eligible for a refund.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**SCHOOL CHAIR/DEAN APPROVAL:**  APPROVED  DENIED \_\_\_\_\_

\_\_\_\_\_  
School Chair/Dean Signature

\_\_\_\_\_  
Date

## GRADE ASSIGNMENT/PAYMENT

CREDIT ASSIGNED:  PASS  NO PASS OR GRADE ASSIGNED: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CREDIT POSTED:  NCRS  STAC

Admissions Staff: \_\_\_\_\_ Date: \_\_\_\_\_

### CASHIER USE ONLY

Course Fee: \_\_\_\_\_

Other (Non-R): \_\_\_\_\_

Total Payment: \_\_\_\_\_

Initials: \_\_\_\_\_ Date: \_\_\_\_\_