



"TECH PREP PROGRAM ONLY"

PETITION FOR CREDIT BY EXAMINATION

COLLEGE

ADMISSIONS & RECORDS

Please Print Using Ink

Date

NAME: Last First Initial Social Security Number

ADDRESS: Street or P.O. Box City State Zip Code

TELEPHONE: Hartnell College Units Completed Current GPA

I wish to challenge this course during, 19

I wish to challenge this course for letter grade or Credit/No Credit grade (if applicable)

Course to be challenged: Course Name and Number (For Example: Math 3A)

STATEMENT OF STUDENT: (Please describe the "extensive experiences which have prepared you in this subject matter." Please attach a typewritten statement on an 8 1/2 x 11 sheet of paper. Employer verification of training and experiences, training records, or other certificate may be required as supporting documentation.)

I have read and understand the policy and procedures for Credit by Examination.

Student's Signature

Date

- FOR ADMINISTRATIVE USE -

I approve/disapprove this petition to challenge (Circle One) Instructor's Signature Date

I approve/disapprove this petition to challenge (Circle One) Dean's Signature Date

I approve/disapprove this petition to challenge (Circle One) Vice President for Instruction Date

MCF# Course # Ticket # Units

- EXAMINATION CERTIFICATION -

Examination Date Grade Earned

Type of Examination (check applicable box) Written Oral Practical

(NOTE: Please be sure to attach to this petition, the written examination or, if oral or practical examination, a description of content.)

Instructor's Signature

Date

Vice President for Instruction

Date

- ADMISSIONS & RECORDS OFFICE -

Amount of Fees Paid \$ By Date Grade Posted by Date



PETITION FOR CREDIT BY EXAMINATION

COLLEGE

"TECHPREPROGRAM ONLY"

"ADMISSIONS & RECORDS"

Please Type or Print

NAME: _____ SSN: _____ DATE: _____

ADDRESS: _____ Street or P.O. Box _____ City _____ State _____ Zip _____

TELEPHONE: _____ Hartnell College Units Completed _____ Current GPA _____

I wish to challenge this course during _____, 19____ Semester

For letter grade or Credit/No Credit grade (if applicable)

Course to be challenged: _____ Course Name and Number (for example - Math 3A)

STATEMENT OF STUDENT: I have not been enrolled in this course during this, or the preceding semester. (Please describe the "extensive experiences which have prepared you in the subject matter." Please attach a typewritten statement on an 8 1/2 x 11 sheet of paper. Employer verification of training and experiences, training records, or other certificate may be required as supporting documentation.)

I have read and understand the policy and procedures for Credit by Examination.

Student's Signature Date

- FOR ADMINISTRATIVE USE -

I approve/disapprove this petition to challenge _____ Instructor's Signature Date
(Circle one)

Instructor's Name _____ Social Security No. _____

I approve/disapprove this petition to challenge _____ Dean's Signature Date
(Circle one)

I approve/disapprove this petition to challenge _____ Vice President for Instruction Date
(Circle one)

MCF# _____ Course # _____ Section # _____ Units _____

- EXAMINATION CERTIFICATION -

Examination Date _____ Grade Earned _____

Type of Examination (check applicable box) Written Oral Practical
(Note: Please be sure to attach to this petition, the written examination or, if oral or practical examination, a description of content.)

Instructor's Signature Date

Vice President for Instruction Date

-ADMISSIONS & RECORDS OFFICE -

Amount of Fees Paid: \$ _____ By: _____ Date: _____ Grade Posted by: _____ Date: _____

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PROCEDURES FOR CREDIT BY EXAMINATION

Course credit by examination is offered only to the student who can demonstrate to the satisfaction of the instructor of the course that he/she has had substantial prior experience or study with respect to the content of the course to justify the examination. The method for applying for credit by examination and the procedures for evaluation are as follows:

Instruction

- Step1 Read the College Catalog for the current college year.
- 2 Complete the top section of the petition for Credit by Examination.
- 3 Take the petition to the Dean of the instructional area which offers the course to be taken by examination. The Dean will direct you to an appropriate instructor.
- 4 Take the petition to the designated instructor for approval and signature.
- 5 Secure the approval and signature of the appropriate Dean on the petition.
- 6 Submit the petition to the Vice President for Instruction/Assistant Superintendent for approval and signature. The student must return to the Office of Instruction within 24 to 48 hours to pick-up the signed form.
- 7 Take the petition to the Admissions Office and enroll in the course that has been created for this petition, and pay the current fee for Credit by Examination.
- 8 Return to the instructor and give the instructor the signed petition and make arrangements for the examination.
- 9 After completion of the challenge, the instructor will assign a letter grade and units, complete the appropriate certification, and return the petition to the Vice President for Instruction/Assistant Superintendent.
- 10 The Vice President for Instruction/Assistant Superintendent will certify and submit the petition and results to the Admissions Office for posting of the student's permanent record and notification to the student.

Notes

- 1 A separate petition must be submitted for each course the student desires to complete by examination.
- 2 In no case, may credit be awarded for more than one course in a sequence of courses. Such courses, may however, be waived as prerequisites.
- 3 An applicant for the Associate Degree program in Nursing who uses a challenge procedure must challenge Nursing courses in sequential order and will receive an examination grade and number of units for each course.
- 4 UNITS FROM CHALLENGED COURSES DO NOT COUNT toward the college graduation residence requirements, selective service deferment, veterans' or social security benefits, financial aid, or scholastic honors.
- 5 A student will not be permitted to challenge a course in which he/she was enrolled in the current or preceding semester.