



PETITION FOR CREDIT BY EXAMINATION

Please Print Using Ink

NAME: _____
Last First Middle Student ID #

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

TELEPHONE: _____ Hartnell College Units Completed: _____ Current GPA: _____

I wish to challenge this course for Letter Grade or Pass/ No Pass Grade (if applicable)

Course to be challenged: _____, 20____.
Course Name and Number (For Example: Math 3A) Term

STATEMENT OF STUDENT: (Please describe the "extensive experience which has prepared you in this subject matter." Please attach a typewritten statement on an 8 1/2 x 11 sheet of paper or other supporting document to this petition.)

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

Student's Signature Date

- FOR ADMINISTRATIVE USE

Full time Faculty Name Administering Exam _____

The petition for credit by examination is recommended:

Approved Disapproved

Faculty Signature

Date

This petition for credit by examination is recommended:

Approved Disapproved

Vice President of Academic Affairs Signature

Date

Date _____	Course# _____	Section # _____	Units _____
------------	---------------	-----------------	-------------

-ADMISSIONS & RECORDS OFFICE-

Registered on _____ By _____ Fees Due: \$ _____ Notice sent to Student: _____

- EXAMINATION CERTIFICATION -

Examination Date _____ Grade Earned _____

Type of Examination (check applicable box) Written Oral Practical

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

Faculty Signature

Date

Vice President of Academic Affairs Signature

Date

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. **Credit by examinations are only offered between the 1st and the 14th week for fall and spring semesters; and the 1st and 4th week for summer sessions.** The full policy and procedure for Credit by Examination (BP & AP 4235) can be found on the College's website and in the College's current college catalog. The method for applying for credit by examination and the procedures for evaluation are as follows:

Determination of Eligibility to take the examination

- The course is listed in the current college catalog.
- The student must have completed a minimum of six semester units at Hartnell College.
- The student must have a cumulative grade point average of 2.0 or better.
- The student must meet all course prerequisites.
- The student must pay all of the fees associated with a credit by examination before the exam will be administered. The student will be charged the same per-unit fee for his/her residency status. (Financial Aid programs do not cover the fees for credit by exams)
- The student will not be permitted to petition for credit by examination for the course in which he/she was enrolled in the preceding semester.
- The student will not be permitted to petition for credit by examination for the course in which he/she was enrolled in the current semester after the No Grade of Record period.
- Only one credit by examination per course may be administered regardless of grade earned.

Student Instructions

- Step 1** Pick up the petition for Credit by Examination in the Admissions and Records Office
- Step 2** Complete and sign the top portion of the petition and attach a statement regarding your "extensive" experience which has prepared you for this subject matter.
- Step 3** Obtain the approval/signature of the full-time faculty member in the discipline who will be administering the examination.
- Step 4** Upon approval from the instructor, submit the petition to the Vice President of Academic Affairs for final approval.
- Step 5** Upon receiving the registration receipt, student will pay appropriate fees for the course to the Cashier's Office and make arrangements with the instructor to complete the exam within 2 weeks of receipt of the approved petition. Fees must be paid in full before the examination can be administered.

Administrative Instructions

- Step 1** Upon final approval, the Vice President of Academic Affairs will forward the petition to the Scheduling Office within 5 working days.
In-lieu of denying the petition, the office of the Vice President of Academic Affairs will contact the student.
- Step 2** Within 5 working days, the Scheduling Office will create a section and annotate the information on the petition and forward the original petition to the Admissions and Records Office.
- Step 3** The Admissions and Records Office will enroll the student in the designated section, and mail the student a copy of the processed petition as well as a copy of the registration receipt showing the appropriate fee owed.
- Step 4** The Admissions and Records Office will also send the original petition to the instructor of record so that the instructor knows that the examination may be administered within 2 weeks.
- Step 5** After completion of the examination, the instructor will submit student's final grade on PAWS and complete the Examination Certification portion of the petition and return it to the Vice President of Academic Affairs with the original exam for signature.
- Step 6** The Vice President of Academic Affairs will then forward the signed petition back to Admissions and Records.