

## Cañada College Credit By Examination Guidelines

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- **A student who wishes to earn credit by examination must first receive written certification from the Office of Admissions and Records indicating that the student is registered at Cañada College and in good standing, with a GPA of 2.0 or better.**
- The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
- The Division Dean in consultation with faculty, will make the decision to offer or not offer the exam based upon: a) the availability of a faculty member to administer the exam, and b) an assessment of the student's readiness to take the exam.
- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam (this excludes all 800 level courses and certain other courses), except for certain occupational program courses. Laboratory-based science courses are not available for credit by exam.
- Credit will not be awarded for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same sequence.
- Credit by Examination units cannot be used for purposes of financial aid eligibility, veterans educational benefits, enrollment status, or to improve a grade already received for a course.
- Credit may be earned by examination provided that the examination has been approved or prepared, administered and graded by faculty and other designated authorities of Cañada College.
- A maximum of 12 units towards an Associate Degree or 6 units towards a Certificate may be earned for courses for which credit has been earned by examination. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion.
- A Letter grade or Credit/No Credit grade will be assigned upon successful completion of credit by examination, and the student's academic records shall be clearly annotated to reflect that credit has been earned by examination. A student may challenge a course for credit by examination only one time. Petitions for credit by exam may be obtained from the Office of Admissions and Records.
- **Failed exams will be annotated on the student's transcript.**

**CAÑADA COLLEGE**  
**Petition for Credit by Examination**

Student's Name \_\_\_\_\_  
Last First Middle  
Student ID# \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Work Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Street City State Zip

I hereby request permission to obtain Credit by Examination for the following course:

Course Number	Course Title	Units
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A Letter grade or Credit/No Credit grade will be assigned depending upon the course. If this course has a Credit/No Credit Option, please designate your choice.     Letter Grade     Credit/No Credit

Attach a typed essay describing the comparable instruction and/or specialized training which is evidence of competency in this subject area. I have not previously attempted a credit by examination in this course and have not previously completed this course at an accredited institution.

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

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**Step 1 – Take form to the Office of Admissions & Records**

**Certification by Office of Admissions and Records**

- The student **is/is not** currently enrolled.
- The student **is/is not** in good academic standing and the cumulative grade point average is \_\_\_\_\_.
- The method of grading selected is/is not appropriate for the above course.

Approved \_\_\_\_\_     Denied \_\_\_\_\_  
Signature Date Signature Date

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**Step 2 – Hand Carry Form to the Appropriate Division Office**

**Approval by Division Dean**

This application is **approved/denied** and assigned to \_\_\_\_\_

Name of Instructor

Division Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Step 3 – Student will be contacted by Instructor/Dean for time and location of test.**

**Certification by Instructor**

This applicant has taken the examination for \_\_\_\_\_ with the following result:

Course Units

**Credit** \_\_\_\_\_ (A-C)    **No Credit** \_\_\_\_\_ (D-F)    **Letter Grade** \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**The instructor** must submit this form to the Office of Admissions and Records within one week of the date of the examination.

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**Step 4**

**Posting by the Admissions and Records Office**

Posted By \_\_\_\_\_ Date \_\_\_\_\_

White: Admissions Office    Yellow: Division Office    Pink: Instructor    Goldenrod: Student

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