



Credit By Examination Petition

IT IS VERY IMPORTANT THAT YOU READ ALL INFORMATION CAREFULLY BEFORE COMPLETING THIS FORM: Refer to the current Schedule of Classes or College Catalog for the current course listings of classes that qualify for Credit by Examination.

Eligibility:

1. Be currently registered and have a minimum cumulative GPA of 2.0.
2. Have completed 12 units within the Los Angeles Community College District and cleared all holds.
3. Not be currently enrolled in, nor have completed a more advance course in this discipline.
4. The maximum number of units for which a student may petition for Credit by Examination at the College is 15 units.

Processing Steps:

1. The Admissions Office will check for preliminary qualifications listed above.
2. The petition is forwarded to the Department Chair.
3. An examination will be administered and evaluated by the Department.*
4. Upon evaluation of the examination, the Department will assign a grade. If the student passes the examination , a grade of CRX will be assigned. If the student does not pas the examination, a grade of NCRX will be assigned.**
5. When all authorized signatures are obtained, the Admissions Office will annotate the record and contact the student by email or USPS.

Last Name █	First Name	Middle Initial	SIS or SS Number █
Other Names Used █		Date of Birth █	Telephone Number █
Address █		City	Zip
			Email Address █
Semester & Year █	Semester & Year █	Semester & Year █	Semester & Year █
Course Name & Number █	Course Name & Number █	Course Name & Number █	Course Name & Number █

Student Signature _____ **Date** _____

FOR OFFICE USE ONLY DO NOT WRITE BELOW THIS LINE		
ADMISSIONS	DEPARTMENT CHAIR	ACADEMIC AFFAIRS
Meets Preliminary Requirements	CRX	9500 Number Assigned
Doesn't meet Preliminary Requirements	NCRX	
Signature	Signature	Signature
Date	Date	Date
Student Notification: Email USPS Signature:		Date:

* See backside of this form

** See backside of this form

Revised:8/7/9:tm

6704.15 EXAMINATIONS; TITLE 5, C. C. R., SECTION 55753

The nature and content of the examination shall be determined solely by faculty in the discipline that normally teaches the course for which credit is to be granted in accordance with policies and procedures approved by the college curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.

A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this Board Rule.

* Note: In accordance with policies and procedures approved by the college curriculum committee, the Department may accept an approved examination conducted at a location other than the college.

** Note: The Department will submit the petition (and authorized verification of score if petition is based on an examination administered by external agency).