



San Diego Community College District
Application for Credit by Examination

DRAFT

☐ City ☐ Mesa ☐ Miramar

All previous college transcripts must be officially on file prior to applying for Credit by Examination

STUDENT TO COMPLETE

Name: _____ Student ID Number: _____

(PRINT) Last First Middle

E-mail: _____ Telephone: _____

Address:

_____ Street _____ City _____ State _____ Zip _____

List previous colleges attended:

I wish to apply for Credit by Exam in: (Course Title)

(Course Number) _____ Units: _____

Check One: ☐ Units only (P/NP) ☐ Units and letter grade (to be counted in GPA)

My request is based on previous experience, as follows:

Student Signature: _____ Date: _____

A processing fee, equal to the current enrollment fee, will be assessed

EVALUATIONS USE ONLY

1. Verify Eligibility: ☐ Eligible ☐ Ineligible

Reason/Comments:

Evaluator Signature: _____ Date: _____

2. ☐ Fees Paid: _____ Date: _____

College Evaluations Signature

3. Forward application to Department Chair/Dean for assignment of instructor Date: _____

DEPARTMENT CHAIR/DEAN USE ONLY

1. Assigned Instructor: _____ Telephone: _____

Please PRINT

Department Chair/Dean Signature: _____ Date: _____

2. Forward original application to assigned instructor

INSTRUCTOR USE ONLY

1. Notify student of the date of the examination

2. Administer the examination and record the results on this application

Date Administered: _____ Grade Earned: _____

3. Return completed application to the College Evaluations Office within 5 days of date of examination, regardless of grade earned.

DISTRICT RECORDS OFFICE

Grade recorded on: _____ By: _____

Distribution: Student Folder (a copy will be mailed to the student after grade has been recorded)

SS-APCRDEXM-06/201709/2021

CREDIT BY EXAMINATION ELIGIBILITY CRITERIA

- 1) The course is on the approved credit by exam list at the college
- 2) The student is currently registered and in good standing at the college
- 3) All student holds must be cleared prior to verification of eligibility
- 4) Official transcripts from all prior colleges are on file
- 5) The student is not currently enrolled in the course
- 6) Student has not received a symbol on their academic record for an equivalent course
- 7) Student has not previously audited the course at another institution
- 8) Student has met the prerequisite for the course
- 9) Student may not attempt Credit by Examination for the same course more than one time
- 10) ~~A student may take a maximum of 12 units as Credit by Examination within the San Diego Community College District~~
- 11) Units granted will not be used to satisfy the graduation in residence requirement
- 12) Units granted will not be used in the student's current study load