



San Diego Community College District  
**Application for Credit by Examination**

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: \_\_\_\_\_

## **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