

LOS ANGELES VALLEY COLLEGE- REQUEST FOR CREDIT BY EXAMINATION

Print _____ ID Number _____ Birthdate _____
Last Name First Name

Course _____ Units _____ Approved _____
Title

For Department Use Only

Course _____ Units _____ Requested _____ Granted _____
Title Department Chair

Circle One: Passed Failed Signature of Examiner Date

Note: This card must be returned to the Admissions Office.

REQUIREMENTS FOR CREDIT BY EXAMINATION

- 1. The student must be currently registered in the college and in good standing with a minimum grade point average of 2.0 in any work attempted at the college.
- 2. The student must have completed 12 units within the LACCD, unless the petition is for a Career Technical Education course with an approved high school articulation agreement.
- 3. The course for which credit is requested must be listed on the approved list. (Listed in catalog)
- 4. The student is not currently enrolled in, or has completed a more advanced course in the discipline.

MAXIMUM CREDIT ALLOWABLE AND LIMITATIONS

- 1. Students may petition for a total of 15 units for credit by examination. A student who does not pass the exam for a course may not repeat the exam.
- 2. Credits acquired by examination are not applicable to the meeting of such unit load requirements as Selective Service deferment, veterans' or Social Security benefits or scholastic honors.
- 3. Units for which credit is given shall not be counted in determining the 12 semester hours of credit in residence.
- 4. A student who does not pass the exam for a course may not repeat the exam.

FILING A PETITION

Students must obtain a Credit by Examination card from the Admissions Office, complete it, and return it to the Admissions Office for verification of eligibility. After verification is complete, students must take the card to the appropriate department chairperson. The date and time of the examination are the responsibility of the department chair and/or department chairperson of the subject area concerned.

Courses Approved for Credit by Examination may be found in the school catalog.

*Grading shall be according to the regular grading system, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course. (Board Rules, Section 55050/6702)