



Credit by Examination

All Sections Must Be Completed

Name _____
(Last) (First) (MI) (Student I.D. #)

I am requesting Credit by Examination for: (ONE COURSE PER APPLICATION)

Course Name and Number _____ Units _____ Student Signature _____ Date ____/____/____
I request to be evaluated on: ☐ Pass/No Pass basis (P/NP) ☐ Standard Grade basis (A, B, C, D, F)

Step 1:

UNIT VERIFICATION - ADMISSIONS & RECORDS OFFICE

The above-named student is enrolled for at least 6 units in the current term OR has completed at least 6 units within SBCCD.

☐ Spring

☐ Summer

☐ Fall

Year

Admissions Officer Signature

____/____/____
Date

Step 2:

COMPLETE EXAM - INSTRUCTOR USE ONLY

The examination must be administered during the current term, listed above.

Date of Examination: ____/____/____ GRADE _____ Course Name and Number _____

Instructor Name

Instructor Signature

____/____/____
Date

The instructor must submit this form to the Admissions and Records Office by the end of the semester in which the examination was completed.

THIS FORM WILL BE ACCEPTED ONLY FROM THE INSTRUCTOR WHOSE NAME APPEARS ABOVE.

ADMISSIONS OFFICE USE ONLY

Processed By: _____

Date: ____/____/____

CREDIT BY EXAMINATION INSTRUCTIONS

ELIGIBILITY [Title 5 - 55050]

Currently enrolled students who possess extensive background and/or experience in a subject area and are confident their knowledge is equivalent to the course content may apply for credit by examination.

To be eligible, students must:

- Be enrolled for 6 units in the term currently in session or
- Have completed at least 6 units within SBCCD.
- Be in good standing with the college

STEPS:

1. Have enrollment and units verified by the Admissions & Records Office on the Credit by Examination application.
2. The instructor will then administer the examination, enter the assigned grade, and return the completed application to the Admissions and Records Office.
3. Admissions & Records will post your course and grade to your transcript within one week.

Questions about the examination or assigned grade must be directed to the instructor of record. Questions relating to transcripts should be directed to the Admissions and Records Office.