

# Petition for CREDIT BY EXAMINATION

1. **Student Information:**

Name: \_\_\_\_\_ Mt. SAC ID #: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**I hereby petition for Credit by Examination in the following course:**

Department: \_\_\_\_\_ Units: \_\_\_\_\_

Course Name: \_\_\_\_\_ Course ID: \_\_\_\_\_

I have read the rules and regulations regarding Credit by Examination. My reason(s) for making this request are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
2. **Department Chairperson:** Permission to take comprehensive examination ☐ Approved ☐ Denied  
 Department Chairperson's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
3. **Administration of Examination by Department Chairperson or Professor:**

Date administered:  Grade: Grade assigned must be consistent with the standard grade options for the course.

☐ A ☐ B ☐ C ☐ D ☐ F

☐ Credit (CR) ☐ No Credit (NC)

Department Chairperson or Professor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
4. **Division Review by Administrator:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: Form is sent to Admissions and Records by the Division Office. It is NOT to be hand-carried by students.**
5. **Admissions and Records:**

Date Recorded: \_\_\_\_\_

Clerk's name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Rules and Regulations for CREDIT BY EXAMINATION

The general philosophy of Mt. San Antonio College is that the interaction which takes place between the student and professor is of critical importance to the learning process. However, quality instruction places a premium on meeting individual student needs. Therefore, Mt. SAC provides for Credit by Examination enabling the student to accelerate his/her education program by providing opportunity to obtain credit in those fields in which he/she has already achieved proficiency independently or by informal means.

Pursuant to Section 55753 of Title 5 of the California Administrative Code, students at Mt. SAC may apply for Credit by Examination and such credit may be granted subject to the following rules and regulations:

1. Credit by Examination will be granted only for those courses which have been so designated by the departments.
2. Any grade received for Credit by Examination will be entered on the student's permanent record with a notation of "Credit by Comprehensive Exam."
3. A student may petition for unit Credit by Examination provided:
  - a. The student has been registered at Mt. San Antonio College
  - b. The student has not already received credit nor is currently enrolled beyond six weeks in the same course or in a more advanced course (except for Advanced Placement course Credit.)
  - c. The student has at least a 2.0 grade point average. This includes transfer/new students.
  - d. The student has not received an "F" or "NC" grade in the course.
  - e. The student is not challenging for the second time a course in which he/she has already failed to receive permission for Credit by Examination.
4. The student may obtain the Petition for Credit by Examination from the Division Office.
5. The department will establish written guidelines by which the eligibility of a student to take such an examination is determined.
6. The Department will assign a grade depending on the results of the examination and submit the form "Petition for Credit by Examination" to Admissions and Records.
7. The student may not use Credit by Examination to satisfy the residency requirement for the degree.
8. Credit by Examination for a course will be granted only in an amount not greater than the credit listed for the course.
9. A grade for the Credit by Examination will be assigned using the standard grade options for the course (A, B, C, D, F, CR, NC).

**A list of courses for Credit by Examination is available at each Division Office, the Instruction Office, the Counseling Department, and the Advising Center.**