

Moorpark College Counseling Department

Petition For Credit By Examination

Approved petitions must be on file with the administering instructor by Friday of the tenth week of the semester. The examination is to be administered following approval of all officials specified below and prior to the last day of the final examination period. Students may request credit by examination for a course in which they are currently enrolled, subject to the above conditions.

A student seeking credit by examination will receive a CR (credit for "C" or better work) as a grade if he or she satisfactorily passes the examination; no other grade will be recorded. Students who are unsuccessful in an attempt to challenge a course by examination will not receive a NC (no credit) and no record of the attempt for credit by examination will appear on a student's transcript. However, students may challenge a course only once. The amount of unit credit granted by examination to an individual shall not count toward requirements of residency. Credit by examination may be granted in only one course in a sequence of courses (as determined on the basis of prerequisites). A student may apply a maximum of 12 credit units or 4 courses to an AA/AS degree or Certification of Achievement. A student should be advised that the use of units given by credit by exam to establish eligibility for athletics, financial aid, and veterans benefits are subject to the rules and regulations of the external agencies involved. Students should be aware that other colleges and universities may restrict the acceptance of courses taken on a Credit/No-Credit basis, especially for satisfaction of major requirements. The entire policy regarding credit by examination is printed in the college catalog, which specifies exceptions to the regulations noted above.

Student's Name: _____ Soc. Sec. No.: _____ / _____ / _____
 Address: _____ Phone: (____) _____

CERTIFICATE <input type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE <input type="checkbox"/> Catalog Year: _____	MAJOR: _____ OPTION: _____ Planned graduation date: _____																																				
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Counselor's Signature _____	Date _____																																				

TO BE COMPLETED BY COUNSELOR

If petition is disapproved by any of the below, please write reason below and forward petition to the Subject Area Dean.

Petition Action:	Signature	Date	Approved	Disapproved
Subject Area Instructor _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Division Dean _____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Reason for disapproval, if checked: _____

Subject Area Instructor complete the following only when all of above are approved.

Examination Status: Date Taken _____ Instructor Signature _____
Satisfactory Unsatisfactory

Subject Area Dean Signature _____

CR

ADMISSIONS AND RECORDS OFFICE:

Grade Recorded _____ Date _____ By (Initial) _____

Copies of complete petition will be mailed to student within 30 days of final signatures.
 White- Admissions and Records; Yellow-Student