



Ventura County Community College District

Petition for Credit by Examination

Student Name: _____ Student ID No. 900 - _____ - _____

Mailing Address _____ City _____ St _____ Zip _____ Phone No _____

Approved petitions must be on file with the subject area 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 the appropriate letter grade (A, B, C, D, F or P/NP) and will be charged the current enrollment fee per unit regardless of the grade received. Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F or NP and a record of the attempt for credit by examination will appear on a student's transcript. The attempt will also count in the number of times a course can be repeated. However, students may challenge a course only once. The amount of unit credit granted by examination to an individual shall not count towards requirements of residence. Credit by examination may be granted in only one course in a sequence of courses (as determined on basis of prerequisites). A student may apply a maximum of 12 units to an AA/AS degree or Certificate 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 Pass/No Pass 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 Signature _____ Date _____

----- **TO BE COMPLETED BY COUNSELOR** -----

Certificate A.A. Degree Major _____ Catalog Year _____ Planned Graduation Date _____

Petitioned Course Number _____ Course Title _____ Units _____

Other Colleges Attended _____

Describe the experience, training or instruction which may be equivalent to the content of this course as described in the current catalog. Be specific as to both content and time involved. Attach copies of all college transcripts and any support documentation.

Credit by examination may be granted only to a student who has satisfied conditions and regulations governing this academic policy.

| The petitioned course is: | Yes | No | | Yes | No |
|--|-----|----|--|-----|----|
| A regular credit course | | | The course is not excluded from credit by examination? | | |
| The petitioning student: | | | | Yes | No |
| Is currently registered | | | | | |
| Is in good academic standing | | | | | |
| Has submitted transcripts of all previous course work which have been reviewed to verify that courses have not been earned in more advanced subject matter | | | | | |
| Is attempting to receive credit for this course for the first time at this or any other college | | | | | |

Counselor's Signature _____ Date _____

Pay Fee at Student Business Office: Amount Paid _____ Date _____ SBO Signature _____

PETITION ACTION

If petition is disapproved by any of the below, please write a reason below and forward petition to counseling.

| | Signature | Date | Approved | Disapproved |
|----------------------------|-----------|-------|--------------------------|--------------------------|
| Subject Area Instructor | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| Subject Area Division Dean | _____ | _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Reason for disapproval, if checked: _____

Return to subject area instructor and complete the following only when the entire above are approved.

Note: Students who are unsuccessful in an attempt to challenge a course by examination will receive a D, F or NP and a record of the attempt for credit by examination will appear on a student's transcript. The enrollment fee per unit will be charged regardless of the grade received.

Examination Status: Date Taken _____ Instructor's Signature _____ Grade Received: _____