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## **Petition for Credit by Examination Instructions**

1. Student obtains a Petition for Credit by Examination from the Office of Instruction; Counseling; or from the Office of Admissions and Records.
2. Student completes the Student Information section of the petition and submits it to the Office of Admissions and Records for Verification Determination of Eligibility:
  - (a) Currently enrolled at the college in the semester in which the exam is to be taken
  - (b) In good academic standing .
  - (c) Has less than 15 units earned through Credit by Examination
  - (d) Not currently enrolled in the course to be challenged through Credit by Examination
  - (e) Grade Basis selected (as appropriate to the course)
3. Once the Verification Determination of Eligibility has been completed by the Office of Admissions and Records, the student will be contacted to pick up the Petition from the Office of Admissions and Records.
4. Meet with the department chair of the discipline to receive approval for the petition. If approved, a full-time instructor is assigned to administer the examination and the student will make arrangements to take the examination.
5. Take the approved petition to the Cashier's Office (Bursar's Office) for payment of fees. Fees are non-refundable regardless of the outcome of the exam. BOGW cannot be used for payment of Credit by Examination fees. Fees must be paid after department approval is granted and before the examination is administered.
6. Submit the approved petition to the instructor administering the examination. The Instructor will record the date of the exam and the grade received, attach the examination materials, and forward the completed petition to the department chair.
7. The department chair will review and sign the petition, and forward it to the Office of Instruction. Completed examination materials must remain on file in the Office of Instruction for three years.
8. The Office of Instruction will assign a class number for the examination and forward the Petition to the Office of Admissions and Records to be processed.
9. The Office of Admissions and Records will post the course and assigned grade to the student's academic record. The Petition will be retained in the Office of Admissions and Records.

Reference:

Education Code Section 79500  
Title 5 Section 55050 and 55052



## Petition for Credit by Examination

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Adress City State Zip Code*

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

I hereby petition for Credit by examination in:

Dept. & Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Units: \_\_\_\_\_ Code: \_\_\_\_\_  
*i.e.: NUTR 010 i.e.: Nutrition i.e.: M1234*

### Step 1

I certify that I:

1. I am currently registered at  Alameda  Berkeley  Laney  Merritt
2. I have completed at least 12 semester units at this college

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 2- Return form to the Admissions and Records Office for review

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 3 Department Chair or Instructor use only

- Petition is granted.  
 Petition is denied. Reason: \_\_\_\_\_

Grade Option:  Letter  P/NP Units: \_\_\_\_\_

### Step 4 Department Chair or Instructor use only

Payment Received: Yes  No  (Attach Receipt) Date: \_\_\_\_\_

### Step 5 Department Chair or Instructor use only

Exam Taken: \_\_\_\_\_ Date: \_\_\_\_\_ Grade Earned: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Step 6 Admissions and Records Office use only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_