CREDIT BY EXAMINATION

Under special circumstances, a student who has successfully completed 12.0 units at American River College, who is currently enrolled, in good standing, and who is qualified by experience or previous training, may take a special examination to establish credit in a course in which he/she is not formally registered or has not received previous credit. Each instructional area of the college is responsible for the eligibility requirements and the nature of an examination in its subjects. A "credit" or "no credit" grade will be given, not a letter grade.

The units granted by examination are not assigned a letter grade and may not be used to satisfy the 12.0 unit residence requirement for graduation. A maximum of 15 units may be allowed by examination.

A student seeking credit by examination should consult the dean of the appropriate area. Credit by examination is not applicable to all courses and in some instances the process may require measures of evaluation.

A student, who is enrolled for the course, will be administratively dropped from the registered course and re-enrolled into a special credit by examination section. The student then is eligible to file for a refund, at the Business Services Office, and must do so before the last day of that semester.

All students MUST pay the administration fee for the special credit by examination section. Students who receive the BOGG fee waiver are required to pay this fee as well. The BOGG fee waiver does not cover this cost.

ARTICULATION AGREEMENT WITH LOCAL HIGH SCHOOL

1. Use Credit by Examination form.
2. Indicate on Credit by Examination form that this is an "Articulation 2+2 Agreement".
3. Cross out the enrollment fee box. The student is not charged for an articulated class.
4. Instructor assigns the grade for the articulated class. (See III Examining Instructor on the back of the Credit by Examination form) The student does not need to make up the units.
5. Credit by Examination form is sent to Records and Admissions office.
AMERICAN RIVER COLLEGE
PETITION FOR CREDIT BY EXAMINATION

Student ID # _______ SSN _______ _______

NAME
(Please print or type)

ADDRESS
Street & Number
City
State
Zip

TELEPHONE
Day
Evening

I hereby petition for credit by examination in:

Course Title & Course Number
Units

Please give a full explanation of the practical experience or previous training (not life experience) which qualifies you to apply for credit by examination. Each instructional area of the college is responsible for the eligibility requirements and the nature of an examination in its subjects. A maximum of 15 units may be earned by examination, however, courses subject to this practice are limited and offered at the prerogative of each department.

Articulation 2+2 Agreement

Please certify to the following by checking the box and signing:

☐ I have successfully completed 12.0 units at American River College, with a grade of C or better.
☐ I have a current admissions application on file.
☐ I have never received credit for the course for which I am petitioning for credit by examination.
☐ I have attached transcript(s) or other documentation - Portfolio

☐ I understand I must pay the appropriate administrative fee in advance for the number of units assigned to the course.

☐ I understand that I will receive a “credit” grade for any grade of C or better and a “no credit” grade for any grade below C. (Note: Some college and universities consider “credit” as a C and “no credit” as an “F”)

☐ I understand that there will be no refund unless the exam has been cancelled by the department. Requests for refunds must be filed by the last day of the semester.

Student Signature __________________________ Date _______
I. INSTRUCTOR and AREA DEAN

I have interviewed this student and

□ agree to give him/her an examination for credit in the course requested after verification by Enrollment Services office.

□ I do not consider this student eligible for examination in the course requested.

________________________________________     __________________________________________     ________
Instructor Signature            (Please Print, Instructor Name)            Date

________________________________________     __________________________________________     ________
Area Dean Signature            Date

(Student returns form to ENROLLMENT SERVICES office to pay administrative fee.)

II. RECORDS / ADMISSIONS (Evaluator)

□ Student has completed 12.0 units at American River College and is in good standing.

□ Student has not received previous credit for equivalent course.

□ Student will not exceed 15-unit limit for credit by examination with this test.

□ Student has been enrolled in the course for which exam is to be given and has paid the appropriate administration fee.

_____________________________     ______________________________
Evaluator’s signature            Date Stamp

(Enrollment Services notifies area dean if student does not meet criteria.)

III. EXAMINING INSTRUCTOR

(DO NOT USE AUTOMATED GRADING SYSTEM ON INTRANET RETURN COMPLETED FORM TO EVALUATIONS OFFICE)

Course title & number

Course Code

C: de

Date of examination

Comments: Articulation 2+2 agreement

_____________________________     ______________________________
Instructor signature            Date

(Instructor sends completed form to ENROLLMENT SERVICES within the semester that the exam was given.)

IV Evaluations Office

Recorded ___________________________

Date & Initial

CREDIT FOR THE EXAMINATION (CR or NC) WILL BE NOTED ON THE STUDENT’S PERMANENT RECORD UPON RECEIPT OF GRADED FORM FROM INSTRUCTOR THE LETTER GRADE WILL NOT APPEAR ON THE STUDENT’S RECORD.