



Credit for Prior Learning-CREDIT BY EXAMINATION

The purpose of Credit for Prior Learning - **Credit by Examination** (CBE) is to recognize a student's experience(s) and knowledge base for which credit or advanced standing has not been previously granted.

General Eligibility Criteria – (complete eligibility criteria AP 4235)

- The student must be currently enrolled at San Joaquin Delta College and in good standing.
- The student must meet pre-requisite requirements for the course for which CBE is requested and the course must be listed in the current college catalog.
- The student must not be **currently** enrolled in the course for which CBE is requested or have successfully completed the course at SJDC.
- The student has not exceeded 12 units of academic Credit by Examination.

Steps to request Credit by Examination – CBE

- **Petition Approval** – Initiate Credit for Prior Learning by Credit by Examination petition no later than 45 days before the end of the term.
 - Student must provide documented evidence, (i.e., transcripts, letters of recommendation, etc.) that substantiates the request and warrants approval of the petition.
 - Student will meet with Department Chair or Faculty Designee to obtain approval.
 - Once the petition is approved, the Division Dean or Faculty Designee will approve the examining instrument and select a qualified faculty member as the examiner.
- **Notifications**
 - The Division Dean or Faculty Designee will notify the student of the time and place of the examination.
 - The Division Dean or Faculty Designee will provide a copy of the approved CBE petition to Admissions and Records to request fees due to be posted on student's account.
 - Admissions & Records will communicate with the student to instruct them on how to process payment of fees. Fees charged are equal to the current per unit enrollment fee.
 - Verification of payment shall be presented prior to the administration of examination.
 - Faculty will send grade information to Admissions and Records and student's academic record shall be clearly annotated with corresponding grade.



Credit for Prior Learning- CREDIT BY EXAMINATION

(The Credit by Examination Petition submission deadline is 45 days before end of the current term)

I. Student Information:

Last Name _____		Delta Student ID: _____
First Name _____		
Student Email: _____	(____) _____	Daytime Phone Number

II. Course Information:

(Student must file a separate petition for each requested course.)

I am requesting Credit by Examination for:

Dept. & Course Number ex: ENG 1A	Course Title	Units
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Fees: The Credit by Exam (CBE) cost is current tuition rates per unit for in-state, out-of-state, or international students depending on your student status. **NOTE:** This CBE cost may be covered by [Financial Aid](#).

The student must provide documentation that substantiates the knowledge base or experience the student has which warrant approving this petition to challenge the above course. (Please attach documentation to this petition)

Student's Experience and Knowledge: I believe I am qualified to take this examination for the following reason(s) and have attached required documentation. Please continue on a separate sheet of paper if necessary.

III. Student Education Plan:

It is highly recommended for students to consult with a counselor to review eligibility for credit by examination. If you do not have a Student Education Plan on file it is recommended you meet with a counselor to create one.

I hereby certify that to the best of my knowledge; all of the above statements and information are correct and complete. I acknowledge that I must meet the eligibility criteria (see General eligibility criteria or Section IV of this petition), which the Admissions and Records Office will verify. I acknowledge that it is my responsibility to contact the appropriate division office to obtain approval for this petition no later than a week after submitting this petition.

Student's Signature

Date

IV. Admissions and Records Office: (A&R Office Use Only)

This form will be forwarded to the appropriate division office within one (1) week of initial submission by the student.

The Admissions and Records Office must verify that the following Eligibility Criteria has been met: (All of the following must be met to be forwarded to the division office):

- Student is currently registered at Delta College, enrolled in current semester, and making academic progress.
- The course requested is listed in the current College Catalog and on the appropriate CBE list maintained in the disciplines' Division Office.
- Student has not completed more advanced work in the same subject area.
- Student will not exceed 12 units of academic credit by examination.
- Student has met the prerequisite(s) for the above listed course.
- Student has not successfully completed requested CBE course.
- Student is NOT currently enrolled in requested CBE course.

Eligibility Criteria Met (Please checkone): YES NO

	Date		Date
Admissions & Records		Forwarded to: _____	Division Office

V. Division and Department Chairs: (Division Office Use Only)

The process of selecting a faculty member, approving the testing instrument, and notifying the student of approval of the petition should be completed in approximately ten (10) working days of receipt of the petition. A copy of this completed form should be submitted to the Admissions and Records Office no later than five (5) working days of meeting with the student.

Completed by: Faculty Designee Division Chair

Student Appointment Date: _____ Petition Status: Approved Denied Faculty member is not available for testing.

Comments/Justification:

Faculty Designee or Dept/Division Chair Name	Faculty Designee or Dept/Division Chair Signature	Date

VI. Admissions and Records Office:

The Admissions and Record Office will contact fiscal services to request, confirm posting of credit by exam fee for course and notify student if CPL-CBE has been approved.

Date request Fiscal to Post CBE Fee: _____ Date confirmed posted to student fees: _____

Date student was notified or requirement to pay Credit by Exam (CBE) fees: _____ Fee amount due: \$ _____

VII. Faculty Administering Test: (Faculty Use Only)

The administering instructor must ensure that the exam fees have been paid and test is administered, graded, and the grade submitted. *A copy of this completed form and graded exam should be submitted to the Admissions and Records Office no later than the last day of the current term.*

Instructor's Name: _____

Instructor has verified exam fees have been paid prior to administering exam. Yes No

Date examination administered: _____ or

Date student withdrew CBE request or instruction had no response from the student: _____

Grade assigned by instructor: _____

I certify the above information in Section VIII is correct and true: _____
Instructor's Signature

VIII. Admissions and Records Office:

Grade posted to student record: _____ Date: _____

Processed by Admissions and Records staff member: _____ Date: _____