Credit By Examination

(Petitions accepted only during the first four weeks of the semester)

I. Student Information:

First Name __________________________ Last Name __________________________ Telephone Number __________________________

Delta ID __________________________ Delta Student Email Login Name __________________________

II. Course Information:

(Student must file a separate petition for each requested course. Failure to do so will result in disqualification.)

I am requesting Credit By Examination for: __________________________

Dept. and No. __________________________ Course Title __________________________

Units __________________________ Fees (i.e. CA enrollment fee per unit) __________________________

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.

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, if necessary.

Student’s Experience and Knowledge:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

III. Counselor’s Recommendation:

(It is the student’s responsibility to obtain a counselor’s recommendation prior to submission of this petition to the Admissions and Records Office.)

Credit By Examination for the above stated course will assist the student in meeting educational goals and will not be used towards a certificate.

(Please check one) YES_____ NO_____

Counselor’s Signature __________________________ Date __________________________

I hereby certify that to the best of my knowledge, ALL of the above statements and information are correct and complete. I am aware that I must meet the eligibility criteria (please refer to Section IV), which the Admissions and Records Office will verify. I am fully aware that it is my responsibility to contact the appropriate division office to obtain approval for this petition no later than the end of the 5th week of the semester. I understand that units earned by Credit By Examination cannot be used as coursework for a certificate.

Student’s Signature __________________________ Date __________________________
IV. Admissions and Records Office: (office use only)

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

Admissions and Records verify that the following Eligibility Criteria has been met: (ALL must be met to be forwarded to 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 above listed course.
_____ Student has not successfully completed or is currently enrolled in requested CBE course.

Eligibility Criteria Met (Please check one) YES_____ NO_____

Admissions and Records Date Division Date

V. Division and Discipline Group Chairs: (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 in approximately ten (10) working days of meeting with the student.

Student Appointment Date: ___________________

Petition Status: Approved_____ Denied_____ Denied – No faculty member available for testing____

Comments/Justification:
________________________________________________
________________________________________________
________________________________________________

Completed by: Division Chair_____ Discipline Group Chair_____  
First Name Last Name Signature Date

VI. Faculty Administering Test: (office use only)
(Test administered to student is the property of the faculty member and should not be forwarded with petition.)

The administering instructor must ensure that the exam fees have been paid and test is administered, graded, and the grade submitted to the Office of Instruction no later than the last day of the semester.

Instructor’s Name: ____________________________________________
Instructor has verified exam fees have been paid to the cashier’s office. YES_____ NO_____

Date Examination Administered: ____________________________ OR

Date Student Withdrew CBE Request or Never responded: ___________________

Grade assigned by Instructor: ____________________________
Reminder: Timecard MUST be attached.

I certify the above information in Section VI is correct and true.

________________________________________________               ______
Instructor’s Signature Date
VII. Attendance Accounting Office: (office use only)

Processed time card for payment of faculty member: __________
Post to student record: __________
Grade __________
Course Code __________
Date __________
Forwarded completed forms to Admissions and Records Office: __________
Date __________

________________________________________________
Attendance Accounting Office Date

VIII. Admissions and Records Office: (office use only)

Database input completed: __________
Date __________

________________________________________________
Admissions and Records Date
The purpose of 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. A student who satisfactorily passes authorized examinations may earn credit.

A. Determination of Eligibility to Take the Examination:

The student must be currently registered at the College, enrolled in the semester in which CBE is requested, and making satisfactory academic progress.

The student must meet the prerequisite(s) for the course for which CBE is requested. A student who does not meet the prerequisite(s) may seek entry into the class via a Declaration of Equivalency or Matriculation Appeal Petition (See AP 5052 – Open Enrollment).

The student cannot have successfully completed or be currently enrolled in the course for which CBE is requested.

B. Students petitioning for CBE must meet the following criteria:

1. Credit may be granted to any student who satisfactorily passes an examination approved and conducted by appropriate authorities of the College.

2. CBE may be granted only for a course listed in the current College Catalog. Each division shall maintain a list of courses which may be challenged for CBE.

3. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.

4. CBE courses must be awarded a letter grade (A, B, C, D, or F), except for courses that are offered only as a credit/no credit grading option.

5. Units for which credit is given by examination shall not be counted in determining residency required for the associate degree or certificate.

6. A student may not receive credit for a CBE if the student has already completed a more advanced course in the same subject matter.

7. CBE may not be considered part of the student's program for enrollment verification purposes.

8. A student may not earn more than 12 semester units of academic credit by examination.

9. CBE is not offered during the summer intersession.
Procedures and Responsibilities

**Step 1: Initiate Petition** - The student will initiate a petition no later than the fourth week of the semester to challenge for CBE. Admissions and Records will verify that the student meets the eligibility criteria.

The student must provide written evidence, i.e., transcripts, letters of recommendation, etc. that substantiates the knowledge base or experience the student has which warrant approving the petition to challenge the course.

The student will consult with a Counselor to determine if CBE will assist the student in meeting educational goals.

**Step 2: Petition Approval** - A petition for CBE will be approved only if written evidence as indicated in Step 1 substantiates the knowledge base or experience that warrant approval of the petition. The student will meet with either of the following: the Discipline Group Chair or the Division Dean to obtain approval for the petition.

If the CBE petition is denied for insufficient documentation or evidence, the denial may be appealed through the Matriculation Appeals process (see AP5052).

If no faculty member is available to develop and administer the examination, the petition will be denied.

**Step 3: Selection of Faculty & Approval of Testing Instrument** - Once the petition has been approved, the Division Dean and Discipline Group Chair will approve the examining instrument and select a qualified faculty member who is approved in the discipline area of the examination to serve as the examiner.

**Step 4: Student Notification** - The Division Dean will notify the student and the Discipline Group Chair of the appointed examiner, the time and place of the examination, and direct the payment of CBE fees to the Vault Services.

If the petition is granted, but no professor is available to write/administer/grade the exam, the Division Dean will notify the student and the Registrar.

**Step 5: Payment of CBE Fees** - A fee equal to the current per unit enrollment fee is paid to Vault Services (Cashier) by the student upon notification from the Division Dean. A receipt to verify payment of fees shall be presented to the examiner prior to administration of the examination.

After the student has completed the examination the examiner will submit the student petition and a Certificated Hourly Report to the Assistant Superintendent/Vice President of Instructional Services. The examiner will keep the original graded test on file.

The Office of Instruction will record the grade and process the timecard for payment. The completed petition will be forwarded to Admissions and Records.

Adopted 01-21-69  Amended 06-01-99  Amended 11-10-03  Amended 05-10-05  
Amended 08-15-83  Amended 06-18-02  Amended 01-11-05
Step 7: Professor Compensation - The examiner will be paid one hour per unit at the current hourly rate to a maximum of three hours for the examination. However, at the discretion of the faculty member the examination will be as long as necessary to evaluate whether course competencies have been met.