



# PETITION FOR CREDIT BY EXAMINATION DIAGRAM

### Step 1:

**Student** obtains a Petition for Credit by Examination form from the Office Instruction, Counseling or from the Office Admissions & Records

### Step 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. Student must comply with all of the following:

A: Currently enrolled at the college in the semester in which the exam is to be taken.

B: Have completed at least 12 semester units at the will be exam is to be taken.

C: Be in good academic standing

D: Has less than 15 units earned through Credit by Examination

E: Not Currently enrolled in the course to be challenged through Credit by Examination

F: Credit grade designation received appropriate to course grading bases

### Step 3:

**The office of Admissions and Records** will notify the student to pick up their Credit by Examination petition once eligibility has been determined

### Step 4:

**Student** must 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

### \*\*Step 5:

**Student** takes 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 use for payment of Credit by Examination fees. *Fees must be paid after department approval is granted and before the examination is administered*

### Step 6:

**Student** 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

### Step 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

### Step 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

### \*\* Point of reference:

\*\*From step 4 the instructions to the process are not clear.

\*\*Need to confirm the list of courses that are eligible.

\*\* Division needs to provide a list of instructors that can provide the exam.

\*\* The lists need to be shared with the Counseling and Admission and Records (A date needs to be determined)

\*\*More clarification is required throughout the campus and district wide.

\*\*Email was sent to Bursar's to confirm if payment is to received first.

\*\*Request district to provide clarification regarding credit that carries a fee versus credit that has no charge to the student

### Step 9:

**The Office of District Admissions and Records** will post the course and assigned grade to the student's academic record. The original petition will be retained in the District Admissions and Records and a copy forward it to the campus

The Petition for Credit by Examination is available on the Peralta Admissions & Records website  
<https://web.peralta.edu/admissions/files/2020/04/Petition-for-credit-by-examination-2020-need.pdf>

Draft Copy:

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