



CONTRA COSTA COLLEGE

Application for Credit by Examination

Last Name, First Name _____ Student ID: _____
 Year: _____ Term: Fall Spring Phone: (____) _____
 Course: _____ Units: _____ Email: _____@insite.4cd.edu
(Course Title, Number, and Section: ex. SPAN-120-1234) (All communications will go to your InSite email)

Credit by Examination

Credit by examination may be granted to eligible students, as authorized by California Administrative Code, Title 5, Sections 55002, 55023 and 55050, and Board Policy 4001. The credit by examination process provides an alternate means of receiving credit for designated courses offered at Contra Costa College (CCC).

Philosophy

Credit by examination encourages directed self-study and allows students to pursue programs at an accelerated rate. It also provides a method for students who have studied at non-accredited institutions or have had relevant life/work experience to receive credit for equivalent courses at Contra Costa College (CCC).

Credit and Grades

Students may earn a maximum of 12.0 units toward an associate degree or 6.0 units toward a certificate by examination. Units from other accredited colleges will be allowed and will be included in the 12.0 unit maximum.

Students may only take the examination for a course once. The course grades and units will be recorded on the student’s transcript at the end of the semester in which the examination was taken. The course grade will be determined by the test administrator.

NOTE: Credit by Examination should not be confused with the challenge process for a course prerequisite within a department or discipline.

Instructions to Students:

Please refer to the back of this form for a list of classes that have been approved for a “Credit by Exam” option. If a course does not appear on the list, you cannot request credit by exam.

To apply for credit by exam (CBE), please note the following:

1. You must be currently registered in at least one (1) course at CCC.
2. You must be in good academic standing (a minimum 2.0 GPA for continuing students) and not on probation or dismissal status.
3. You must not have previously failed (received a D, F, W, or NC/NP) the same course.
4. You must not have previously attempted CBE for this course.
5. You must meet all prerequisites (or the department must waive the prerequisite) prior to taking the examination for credit.
6. You may not attempt CBE for a course lower in a sequence of courses than what you have already completed.
7. You must pay fees equal to the cost of the course (BOGFW does not cover this fee; special admit students must pay full tuition).
8. You cannot count CBE as part of your load for VA benefits, athletics, residency or financial aid.

If you meet all the conditions listed above, please follow the **procedures** on the reverse side of the page.

Procedures

1. Submit CBE application for Credit by Exam to the Admissions & Records office.
2. The CBE fee is payable at the Admissions & Records Office, upon determination of eligibility.
3. Take the application to the appropriate division office. The division office will arrange a time, date, and instructor for exam. (The exam must be taken during the same semester of application.)
4. Once the exam is completed, the division office will return the application, signed and graded, to the Admissions & Records office.
5. Exam results will be entered on the student's academic transcript.

By signing this form I understand that if I receive a D or F on the exam, the grade will be recorded on my permanent record and will count toward my total attempts of the course. I also understand that the fees are non-refundable.

Student Signature _____ Date: _____

Admissions & Records Use Only:

	Eligibility Requirements:	A&R Check
1	Must be currently registered for classes at CCC	
2	Must be in good standing (minimum 2.0 GPA and not on probation or dismissal)	
3	Must not have previously received a D, F, W or NC/NP in the same course	
4	May attempt Credit by Exam one time per course	
5	Must not have completed a course which is higher than the above course	
6	Fee paid	
7	Application and testing must be completed by the 12 th week of the term	

Checked by: _____
(A&R Initials)

Department Examination:

Test administered by: _____ Date: _____ Grade: _____
(Please print) (Must be a letter grade)

Department Chair Signature _____

Admissions & Records Office Use Only

Posted to record by: _____ Date: _____

Courses Approved for Credit by Exam:

ADJUS 120, 121, 122, 221, 222, 223, 230; AUSER 101, CHEM 119, 120; HED-120; MUSIC 120, 121

Contra Costa Community College District is committed to equal opportunity in educational programs, employment, and campus life. The District does not discriminate on the basis of age, ancestry, color, disability, gender, marital status, national origin, parental status, race, religion, sexual orientation, or veteran status in any access to and treatment of College programs, activities, and application for employment.