

SOLANO COMMUNITY COLLEGE CREDIT BY EXAMINATION PETITION

NAME

Last

First

M

Student ID

Course in which examination is requested _____

Unit Value _____

SIGNATURE OF STUDENT

Date

ELIGIBILITY DETERMINATION

FOR OFFICE USE ONLY

- A. Is the student currently enrolled? Yes _____ How many units? _____
- B. Does the student have a 2.0 GPA or better? Yes _____ No _____
- C. Has the student completed a minimum of 12 units at SCC
or will have completed 12 units during the current semester at SCC? Yes _____ No _____
- D. The student has earned _____ units by Credit by Exam (15 unit max)

According to the student's records, the course being challenged has not been taken for credit or previously failed.

A&R Signature

Date

PREREQUISITE CHECK

DIVISION / DEPARTMENTAL ACTION

The student _____ is/_____ is not qualified through previous training and experience. The prerequisites have been met _____/waived _____. Request approved _____. Request denied for the following reason(s):

Division Dean Signature

Date

EXAMINATION

RESULTS

Course Title

Units

GRADE

P/NP Only

Signature of Examiner

Date

Division Dean Signature

Date

**POSTING
TO RECORDS**

A&R Signature

Date Posted

SOLANO COMMUNITY COLLEGE
CREDIT-BY- EXAMINATION
POLICIES

ELIGIBILITY

1. The student must be currently enrolled at Solano Community College in at least one (1) graded course other than those being taken for credit-by-examination.
2. The student must have an overall grade point average of at least 2.0.
3. The student must have completed 12 semester units at Solano Community College prior to the semester in which credit-by-examination units are requested to be posted.
4. If the student intends to use the credit-by-examination course to fulfill a requirement for a certificate, he/she must have completed 6 semester units at Solano Community College within the major requirements.

PROCEDURE

1. Student will complete the top portion of the credit-by-examination Petition.
2. Student will bring the completed petition to Admissions & Records to determine eligibility. Petitions can be emailed to admissions@solano.edu.
3. Student will meet with the division Dean to verify any prerequisites and to make an appointment for the exam.
4. After the exam, the instructor will submit the completed petition with the examination results to Admissions and Records.
5. Credit will be posted to the student's record after the end of the semester.

AWARDING OF CREDIT

The maximum amount of credit-by-examination a student can receive at Solano Community College is 15 units total.

Credit-by-examination units from other accredited colleges will be allowed to transfer into Solano, but will be included in the 15 unit maximum.

Grades and units awarded for credit by examination will be posted to the student's transcript after the end of the semester in which the examination was taken. Students will receive P/NP (Pass/No Pass). Letter grades are not awarded.

Solano Community College does not guarantee other educational institutions will accept credit by examination credit.