



San Diego Community College District
Application for Credit by Examination
for Course Not on Approved List

- ☐ City
☐ Mesa
☐ Miramar

Student completes this form and takes it to Department Chair

Name: _____ Student ID Number: _____
(PRINT) Last First Middle

Address: _____
Street City State Zip

Telephone: _____ E-mail: _____

I wish to apply for Credit by Exam in: (Course Title) _____
(Course Number) _____ Units: _____

Check one: ☐ Units only (P/NP) ☐ Units and letter grade (to be counted in GPA)

My request is based on previous experience, as follows: _____

Student Signature: _____ Date: _____

FOR DEPARTMENT CHAIR USE ONLY	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Date: _____
Department Chair Signature	
Department Chair returns application to campus Evaluations Office	

Distribution: Department Chair; Campus Evaluations

SS- APCRDTNOTAPPVD 06/2017

**CREDIT BY EXAMINATION FOR COURSE NOT ON
APPROVED LIST ELIGIBILITY CRITERIA**

1. The student must be currently registered and in good standing at the college that allows the course by examination
2. Official transcripts from all prior colleges are on file
3. If the student is currently enrolled in the course, not more than 20% of the class meeting hours have elapsed
4. The student has not previously audited the course
5. The student has not received a symbol on their academic record for an equivalent course
6. The credit granted will not be used to satisfy the graduation in residence requirement
7. The credit granted will not be counted in the student's current study load
8. A processing fee, equal to the current enrollment fee, will be assessed