

- **A student who wishes to earn credit by examination must first receive written certification from the Office of Admissions and Records indicating that the student is registered at Cañada College, College of San Mateo, and Skyline College and in good standing, with a GPA of 2.0 or better.**
- The student can demonstrate that he/she is qualified, through previous training or instruction, to successfully complete such examination.
- The Division Dean in consultation with faculty, will make the decision to offer or not offer the exam based upon: a) the availability of a faculty member to administer the exam, and b) an assessment of the student's readiness to take the exam.
- Only courses which transfer to four-year baccalaureate granting institutions are available for credit by exam (this excludes all 800 level courses and certain other courses), except for certain occupational program courses. Laboratory-based science courses are not available for credit by exam.
- Credit will not be awarded for a course for which credit has been previously granted or for which credit has been earned in a more advanced course in the same sequence.
- Credit by Examination units cannot be used for purposes of financial aid eligibility, veterans educational benefits, enrollment status, or to improve a grade already received for a course.
- Credit may be earned by examination provided that the examination has been approved or prepared, administered and graded by faculty and other designated authorities of Cañada College, College of San Mateo, and Skyline College.
- A maximum of 12 units towards an Associate Degree or 6 units towards a Certificate may be earned for courses for which credit has been earned by examination. Credits earned by examination cannot be used to satisfy the 12 unit residence requirement for the Associate Degree or Certificate of Completion.
- A Letter grade or Pass/No Pass grade will be assigned upon successful completion of credit by examination, and the student's academic records shall be clearly annotated to reflect that credit has been earned by examination. A student may challenge a course for credit by examination only one time. Petitions for credit by exam may be obtained from the Office of Admissions and Records.
- **Failed exams will be annotated on the student's transcript.**

# PETITION FOR CREDIT BY EXAMINATION



SAN MATEO COUNTY  
COMMUNITY COLLEGE DISTRICT

SMCCCD

## Check Appropriate College

Admissions  
Cañada College  
4200 Farm Hill Boulevard  
Redwood City, CA 94061  
Phone: (650) 306-3226  
Click [Here](#) to Submit

Admissions  
College of San Mateo  
1700 West Hillsdale Blvd.  
San Mateo, CA 94402  
Phone: (650) 574-6165  
Click [Here](#) to Submit

Admissions  
Skyline College  
3300 College Drive  
San Bruno, CA 94066  
Click [Here](#) to Submit

Student's ID# G: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby petition to take an examination for credit in the following course:

| COURSE NAME        | COURSE NUMBER | # OF UNITS | GRADE OPTION<br>PASS / NO PASS OR LETTER |
|--------------------|---------------|------------|--|
| Elementary Algebra | MATH 110      | 5.0        | PASS                                     |
|                    |               |            |  |

**Step 1** – Attach a typed essay describing the comparable instruction and/or specialized training which is evidence of competency in this subject area. I have not previously attempted a credit by examination in this course and have not previously completed this course at an accredited institution.

I expect to complete the examination and receive credit during:  Fall  Spring  Summer Year \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2** – Take form to Admissions and Records Office. The following conditions must be met to proceed to Step 3:

### Certified by Admissions and Records Office

- The student has not taken or attempted course previously.  Yes  No
- Is the student currently enrolled at SMCCCD?  Yes  No
- Is the student in good standing?  Yes  No
- Is the method of grading selected not appropriate for the above course?  Yes  No

**Must meet all of the above listed conditions:**  Met  Not Met

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3** – Student Hand Carries Form to the Appropriate Division Office

### Approval by Division Dean

This application is  Approved  Denied To be administered by: \_\_\_\_\_

Name of Instructor

Division Dean's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4** – Student will be contacted by Instructor/Dean for time and location of test.

### Certification by Instructor

This applicant has taken the examination for \_\_\_\_\_ with the following result:

Pass / No Pass \_\_\_\_\_ (A-C)(D-F) Letter Grade \_\_\_\_\_  
Course \_\_\_\_\_ Units \_\_\_\_\_  
Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

The instructor must submit this form to the Admissions and Records Office within one week of the date of the examination.

ADMISSIONS AND RECORDS OFFICE

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Rev. 10/2023