



ADMISSIONS & RECORDS OFFICE

570 Golden Eagle Ave., Quincy, CA 95971
 (530) 283-0202 – Fax (530) 283-9961

PETITION FOR CREDIT BY EXAMINATION

Date _____

FRC ID#: _____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

First

Initial

Address _____

Street/PO Box

City

State

Zip

Phone _____ Email: _____

Course Number and Title _____ # Units _____

Date and time of examination: Date: _____ Time: _____

Explain educational or professional experience that you believe provides sufficient knowledge to challenge this course: _____

Student's Signature _____

INSTRUCTOR

This student has met the criteria to petition for credit by examination: (See criteria on the backside of this page)

Yes No If no, what criteria has not been fulfilled:

Signature/Instructor

Date

DEAN OF INSTRUCTION

Approved _____ Denied/Reason _____

Signature/Dean of Instruction

Date

RECORDS OFFICE USE ONLY

SGASTDN

Processed by _____

Date _____

Fees Assessed _____ Date _____

Feather River College
RECORDS OFFICE
PETITION FOR CREDIT BY EXAMINATION
(Challenge of Course Criteria and Procedures)

CRITERIA:

- 1) The course is to be listed in the current catalog.
- 2) The student must be currently enrolled in one FRC course other than the one to be challenged.
- 3) The student must have completed 12 units at FRC with a 2.0 GPA in all college units approved.
- 4) Students may not challenge introductory or less advanced courses if they have successfully completed advanced courses in the discipline.
- 5) Students may not challenge a course for which they have received credit/no credit or grades, either satisfactory or unsatisfactory, from an accredited institution.
- 6) Credit by examination will be based on a comprehensive exam that is designed by the supervising faculty member to cover the content of the course. If a course includes extensive writing or laboratory exercises, these will be included in the comprehensive exam. There may be courses for which a comprehensive exam cannot be developed or administered.
- 7) A maximum of two courses can be taken “Credit by Examination.”

PROCEDURES:

- 1) Petitions must be filed in the Records Office within the first eight weeks of the semester. Exam fee is \$20.00 per unit and payable at the Records Office **before** taking exam.
- 2) Petitions must be approved by an instructor qualified to teach the course and who has agreed to supervise the exam. Agreement to supervise the exam is at the discretion of the individual faculty member.
- 3) The student should not enroll in the course that is to be taken through “Credit by Examination.”
- 4) The student has the option of receiving credit/no credit or a grade and the course will be identified as a “Credit by Examination” on the transcript.
- 5) When the examination has been completed, the instructor must provide the Records Office with the student’s test and grade (use the Change of Grade form).