

**SANTA ROSA JUNIOR COLLEGE
STUDENT AGREEMENT
& APPLICATION FOR CREDIT BY EXAMINATION**

Student to Complete

Please type or print:

NAME _____ SID # _____

ADDRESS _____ PHONE # _____

COURSE NAME AND NUMBER _____

UNITS _____

SEMESTER/YEAR _____

I have read, understand, and agree to the Student Responsibilities and Disclosures for Credit by Examination.

Student Signature

Date

For DEPARTMENT use only:

Grade _____
(A, B, C, D, F; or Pass/No Pass if ordinarily available for the course)

Signature of Supervising Faculty

Print Name

Date

NOTE: "C" or better required for passing.

Completed copies to:
Admissions & Records
Supervising Administrator
Department/Service Center
Student

SANTA ROSA JUNIOR COLLEGE

STUDENT RESPONSIBILITIES & DISCLOSURES

FOR CREDIT BY EXAMINATION

1. Students must obtain the Agreement and Application for Credit by Examination forms from the department/service center office, complete them, and return them to the department/service center office.
2. Student is responsible to determine the date, time, and location of the examination and to attend the scheduled exam. No more than TWO attempts to be granted credit by examination will be allowed, including an exam the student registered for and failed to attend. However, if a student registers for an exam and subsequently drops the course before taking the exam, this does not count as an attempt.
3. A Student Agreement & Application for Credit by Examination, obtained from the appropriate department or service center office, must be completed in order to take by examination a course designated in the current college catalog.
4. Students must obtain approval of the appropriate instructor, the department chairperson, and the supervising administrator. The department office can sometimes assist in securing these approvals.
5. Students must arrange for completing the examination (which may take any appropriate form—written, oral, and/or demonstration) with the instructor after the application has been approved.
6. The student's academic record shall be clearly annotated to reflect that credit was earned by examination (Title 5, 55050 (e)).
7. Grading shall be according to the regular grading scale approved by the governing board pursuant to Title 5, Section 55023, except that student shall be offered a pass/no pass option if that option is ordinarily available for the course (Title 5, 55050 (f)).
8. A student who receives credit by examination for a particular course shall not be allowed to subsequently earn credit by examination for any other course that normally precedes that course in a prerequisite sequence.
9. Units for which credit is given pursuant to this policy shall not be counted in determining the 12 semester hours of credit in residence required for the associate degree (Title 5, 55050 (g)). Units earned through credit by examination are not considered for Financial Aid, Scholarship or Veterans Services eligibility and payments.
10. Registration and fees. Students must be currently registered in at least one credit course, excluding credit by examination, during the semester in which they apply for the credit by examination. Students will be registered for a credit by examination section of the course created specifically for this purpose.
11. The maximum number of units awarded by credit by examination shall be limited to 15 units per SRJC student record.

(See SRJC Board Policy 3.16)