

**SANTA ROSA JUNIOR COLLEGE**  
**REQUEST TO SCHEDULE CREDIT BY EXAMINATION**  
**Faculty to Complete**

This form must be completed and submitted to the Department or Service Center Office before a Credit by Examination is administered. All credit by examinations must have the approval of the Department Chair and Supervising Administrator.

(Note: Only those courses listed as available for credit by examination in the current college catalog may be scheduled for credit by examination.)

DATE: \_\_\_\_\_

COURSE NAME & NUMBER: \_\_\_\_\_ UNITS: \_\_\_\_\_

DATE OF EXAMINATION: \_\_\_\_\_ TIME: \_\_\_\_\_

SEMESTER/YEAR: \_\_\_\_\_ BUILDING \_\_\_\_\_ ROOM NUMBER: \_\_\_\_\_

ESTIMATED TIME FOR ADMINISTERING AND SCORING: \_\_\_\_\_

SUPERVISING FACULTY \_\_\_\_\_  
Please Print Name

EMPLOYEE ID # \_\_\_\_\_

\_\_\_\_\_  
Supervising Faculty Signature

\_\_\_\_\_  
Department Chair Signature

\_\_\_\_\_  
Supervising Administrator Signature

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Department or Service Center Office Use Only:

Faculty Form \_\_\_\_\_ Student Forms \_\_\_\_\_ Number of Applicants \_\_\_\_\_

PAF \_\_\_\_\_ Budget Code: \_\_\_\_\_

Schedule Change completed \_\_\_\_\_ Time Sheet completed \_\_\_\_\_

Exam Administered \_\_\_\_\_ Grades Submitted \_\_\_\_\_

(Note: For any faculty member supervising credit by examination, this is a loaded, additional assignment. Payment will be made according to the Normal Base Hourly Assignment Salary Schedule. Time sheets must be completed by the instructor.)

Copies:  
Admissions & Records  
Supervising Administrator  
Department/Service Center

## **SANTA ROSA JUNIOR COLLEGE DEPARTMENTAL/FACULTY RESPONSIBILITIES**

1. **Setting up Exam.** The faculty member supervising the exam must fill out the Request to Schedule Credit by Examination form, establishing the date and time of the exam. (The faculty member should check to be sure the intended course is designated for Credit by Examination in the current college catalog.) The form requires the approval of the department chair and supervising administrator.
2. **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.
3. **Publicizing exam.** Departments intending to offer opportunities for Credit by Examination are responsible for ensuring that examinational dates are well publicized, so that all students wishing to take the examinations received adequate notice. At a minimum, the exam date should be posted. Announcements to all classes or distribution of notices in classes are also desirable.
4. **Service Center support.** The department or service center assistant should collect the Student Agreement & Application for Credit by Examination forms from students and notify the faculty member as to how many students will be taking the examination.
5. **Schedule Change Form.** Two weeks prior to the examination date, the department/service center sends a Schedule Change Form for the course to scheduling to be assigned a section number.
6. **PAF and Time Sheet.** A PAF should be prepared for the instructor administering the examination, detailing how many hours of compensation are authorized. Compensation should be at the base hourly rate (non-instructional), and should include time to administer and grade the exams. To be paid, the instructor will need to submit a time sheet.
7. **Exam.** The instructor administers the examination, grades the examination, determines and assigns a grade by completing the Agreement and Application for Credit by Examination form for each student.
8. **Completed forms.** The department routes the completed forms to the Admissions and Records Office. A copy of the form should be kept on file in the department.