

## Application for Credit by Examination

**To be eligible for Credit by Examination, a student must** (*per Title 5, section 55050 of the California Code of Regulations*)

- ♦ be registered currently for credit classes at Allan Hancock College;
- ♦ be in good standing (not on progress or academic probation);
- ♦ have a cumulative record indicating a minimum of 12 units of credit completed at AHC with a grade point average of 2.0 or better;
- ♦ not have completed a course equal to or more advanced than the course for which Credit by Examination is requested;
- ♦ not be currently enrolled in the course or its equivalent, or a course more advanced than the course for which Credit by Examination is requested; and
- ♦ not have received credits at **ANY** institution for the course or its equivalent, or a course more advanced than the course for which Credit by Examination is requested.

**The following procedures will be followed in establishing Credit by Examination for any course:**

**The student will:**

- a. prior to the end of the **THIRD** week of instruction for spring and fall semesters and prior to the end of the **FIRST** week of instruction for the summer session, obtain a Credit by Examination application from **the Admissions and Records office**;
- b. speak with a faculty member and verify if the course is available through Credit by Examination;
- c. provide to the Admissions & Records office transcripts from all previously attended US high schools and/or colleges (unofficial copies accepted) for verification that the student has not completed the course, its equivalent, or a higher course at another educational institution.
- d. obtain signatures on the application from the Director, Admissions & Records, the Dean, Academic Affairs, and the head of the department responsible for the course (the exam will not be honored unless **all** of the required signatures are present);
- e. submit the application to the instructor administering the examination; and
- f. take the examination at the time and place specified by the instructor administering the exam.

**The instructor** will administer an examination sufficiently comprehensive to determine the student has essentially the same knowledge and skills as those students who successfully complete the normal course. Prior to the last day of instruction for the current semester, **the instructor will return the graded examination and the completed application to the Admissions and Records office**, where the grade will be entered on the student's permanent record at the end of the semester in which the grade was earned. The final grade will be indicated on the student's permanent record as having been earned through Credit by Examination. Finalized Credit by Examination applications **will not be honored if submitted by any one other than the instructor administering the exam.**

### Application for Credit by Examination

It is the **student's** responsibility to obtain all necessary signatures by the deadline listed below.

To be completed by **the student** prior to the end of the **THIRD** week of instruction for fall or spring semesters and prior to the end of the **FIRST** week of instruction for summer session. (Please type or print)

**Name** \_\_\_\_\_  
Last First MI AHC Student ID Number

**Course** \_\_\_\_\_  
Subject and Number (i.e. Span 101) Title (i.e. Elementary Spanish) Units

Upon application for Credit by Examination **the student must provide transcripts from all previously attended US high schools and/or colleges** (unofficial copies accepted) for verification that the student has not completed the course, its equivalent, or a higher course at another educational institution.

**Description of training and/or experience:** Describe what specific training and/or experience that you feel qualifies you to seek college credit by examination. The course description in the college catalog outlines the scope of the course. Be sure your training and/or experience is equivalent to the course description. (Please type or print -- you may add an additional sheet of paper if necessary).

I, the student, have read the reverse side of this application and understand that *the grade received for the course is the grade I will receive on the examination and the grade will appear on my academic transcript.*

\_\_\_\_\_  
**Student's signature** **Date**

**I am selecting the P/NP option, instead of a letter grade (check one):**  **yes**  **no**  
*This decision is not reversible – please see catalog for further information on P/NP*

To be completed by the **Director, Admissions & Records**, prior to the end of the **THIRD** week of instruction for fall or spring semesters and prior to end of the **FIRST** week of summer session. The above named student is enrolled for \_\_\_\_\_ semester and has completed **twelve resident units** for credit, with a satisfactory grade point average, **and is not on academic or progress probation.**

\_\_\_\_\_  
**Signature, Director, Admissions & Records or designee** **Date**

To be completed by the **Dean, Academic Affairs**, prior to the end of the **third** week of instruction for fall or spring semesters and prior to end of the **first** week of summer session. The Dean's signature indicates the above course is appropriate for Credit by Examination; It does not imply that a department must issue credit by examination.

\_\_\_\_\_  
**Signature, Dean, Academic Affairs** **Date**

To be completed by **the department chair** prior to the end of the **third** week of instruction for fall or spring semesters and prior to end of the **first** week of summer session. Based on the above information, the student appears to be eligible for Credit by Examination.

\_\_\_\_\_  
**Signature, Department Chair** **Date**

**To be completed and returned BY THE INSTRUCTOR** to the Admissions and Records office by the last day of instruction for the above semester. (**Forms returned by the student will not be processed**). I have administered a comprehensive examination (corrected copy attached) in the course listed above. The student should be awarded the following grade:

**Final Grade:** \_\_\_\_\_

\_\_\_\_\_  
**Instructor's Name (Please print)** **Signature of Instructor** **Date**

A & R Office use: Date Processed \_\_\_\_\_ Initials \_\_\_\_\_

**AHC courses available for Credit by Examination.** *Credit by Exam is only available for courses on this list.*

ASL 120 - American Sign Language 1  
ASL 121 - American Sign Language 2  
AJ 101 - Intro to Criminal Justice  
AJ 102 - Criminal Procedures  
AJ 103 - Concepts of Criminal Law  
AJ 104 - Legal Aspects of Evidence  
AJ 105 - Community Relations  
AJ 120 - Juvenile Law and Procedures  
AJ 130 - Intro to Corrections  
AT 100 - Automotive Fundamentals  
CEL 104 - Introduction to Robotics & Mechatronics  
CEL 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design  
CEL 133 - Mechatronic Systems 1  
EL 104 - Introduction to Robotics & Mechatronics  
EL 106 - Network Essentials 1  
EL 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design  
EL 133 - Mechatronic Systems 1  
EMS 303 - Paramedic Prep  
EMS 321 - Advanced Cardiac Life Support  
EMS 322 - Pediatric Advanced Life Support  
EMS 333 - Paramedic Theory  
EMS 350 - Essentials of Search & Rescue  
ENVT 156 - First Response Operational  
ET 104 - Introduction to Robotics & Mechatronics  
ET 131 - Programmable Logic Controllers (PLC's) & Industrial Control Design  
ET 133 - Mechatronic Systems  
FT 101 - Fire Protection Organization  
FT 102 - Fire Prevention Technology  
FT 103 - Fire Protection Equipment & Systems  
FT 104 - Building Construction/Fire Protection  
FT 105 - Fire Behavior & Combustion  
FT 379 - Experimental Courses in Fire Technology  
MUS 110 - Music Fundamentals  
MUS 111 - Music Theory 1  
SPAN 101 - Elementary Spanish  
WLDT 106 - Beginning Welding  
WLDT 107 - Advanced Welding  
WLDT 307 - G.M.A.W. Welding  
WLDT 308 - T.I.G. Welding  
WLDT 330 - Welding Certification  
WFT 101 - Wildland Fire Behavior  
WFT 102 - Wildland Firefighter Safety and Survival  
WFT 104 - Wildland Public Information Officer  
WFT 105 - Planning, Logistics, and Finance