



Student Request for Credit by Examination

This form must be initiated by the student filing a request for course credit by examination.

Student ID # _____

1. Student Name _____
Last First Middle

Address _____
Street No. City State Zip

I have completed _____ units of credit at Bakersfield College, I wish to petition for course or elective college credit based upon the following school attendance, service, or other experience, etc.:

I believe that I have completed course or courses equivalent to:

COURSE NAME AND NUMBER

NOTE: Applicant must present this petition together with documentary evidence to substantiate the above data to the Department Chairperson. Documents such as catalogues of schools attended, certificates, service record, discharges, etc., must be furnished. This credit will not be processed until the \$6⁰⁰ per unit enrollment fee is paid at the office of Admissions and Records.

Date _____ Signature of Student _____

2. Completed by Records Office:

BC units completed _____ Cumulative GPA _____
BC units currently enrolled _____ Date _____

3. Department Chairperson—Action taken Approved Not Approved

If approved, date of examination _____

Signature, Department Chair _____

Examination Result Grade _____ Units _____ Course _____

Signature of Instructor _____

FOR OFFICE USE:

Action taken: Petition Approved _____ Denied _____ Date _____

Paid Date _____ Posted Date _____



BAKERSFIELD COLLEGE

Credit By Examination

Policy

Credit by examination may be granted to a student enrolled at Bakersfield College subject to the following qualifications:

1. The student must be in good standing and enrolled in at least one graded class.
2. The student must have completed a minimum of 12 units at Bakersfield College with a grade point average of 2.00 or more.
3. The student may challenge courses in which evidence of competence can be presented.
4. The course must be listed in the catalog.
5. A maximum number of units granted for a course cannot exceed the number of units listed for the course in the catalog.
6. Courses attempted by examination with units and grade will be entered on the permanent record of the student and will be clearly annotated to reflect that credit was earned by examination
7. A maximum of 30 units of credit by examination may be applied to the Associate degree.
8. Units earned by examination are not considered a part of the student's study load. Therefore, these units cannot be used for reports to Selective Service, Social Security, Veterans Administration and similar agencies. Neither can these units be considered in checking eligibility for athletics or student offices.
9. Students must pay per-unit enrollment fees before credit will be posted to their records.

Procedures

Students should follow these procedures in challenging a course for credit by examination.

1. Obtain a Petition for Credit by Examination form from the Office of Admissions and Records. Verification of eligibility will be done before the application is released.
2. Complete and submit the petition in person to the appropriate department chairperson who will approve or disapprove the petition. Documentary evidence of competency in the course which is being challenged must accompany the petition.
3. If the department chairperson approves the petition, report and take the examination at the time and place designated by the department chairperson.
4. The instructor will assign a grade and sign the petition which then will be returned to the records office.
5. Pay the ~~46~~⁴⁸ per unit fees.