CREDIT BY EXAM INSTRUCTIONS

Credit by exam is based on the principle that previous experience, training, or instruction is equivalent of a specific course taught by College of the Desert.

- The student will receive a letter grade (A, B, C, D, F, P, or NP) and grade points in the same way as if enrolled in the course.
- A student may challenge a course only once.
- Credit by exam is possible in selected courses only
- Unit credit granted shall not count toward the minimum of 12 units required for residency.
- Credit earned according to this policy shall not count toward determination of eligibility for Veteran's benefits.
- The non-refundable per unit fee must be paid before the exam.

Step 1: Eligibility Requirements Check List

☐ I am currently enrolled at COD.

☐ I am not on Academic Probation

☐ I have not earned college credit in a more advanced course.

☐ Transcripts of all previous course work are on file at Admissions & Records.

☐ I have not received a letter grade for this or an equivalent course at COD or any other college or university.

Step 2: Approval Check List

☐ Meet with the instructor to obtain verbal approval that he/she will administer the exam.

☐ Obtain approval and signature of the Division Dean.

☐ Submit Credit by Exam form for verification to Admissions & Records by the midpoint of the semester.

Step 3: Payment

Pay the non-refundable fee at the Bursar Office on the first floor of the Cravens Student Services Center.

Step 4: The Exam

Give the Credit by Exam form to the instructor and take the exam. The instructor will complete his/her portion and forward the form to Admissions & Records for processing.

Date Received

COLLEGE *of the* DESERT

REQUEST FOR CREDIT BY EXAM

Complete first 5 boxes and pay required fees by the midpoint of the semester.

1. Student Information

_____
PRINT Last Name   First Name   MI   Student ID

_____
Address   City   State   Zip

_____ @mycod.us   _____
College Email Address   Daytime telephone number

2. Course Requested for Credit by Exam

Semester/Year	Department & Course Code	Course Title	Units of Credit

3. Division Dean Approval

Print Name_____Signature_____Date_____

4. Admissions & Records verification

☐ Student is currently enrolled in at least one course at COD.
☐ Student is not on Academic Standing
☐ Official transcripts from all previous coursework is on file with Admissions & Records
☐ Student has not earned college credit in a more advanced course.
☐ Student has not received a letter grade (A, B, C, D, F, P, NP) for this or an equivalent course at any college.

Verified by Admissions & Records *initial* _____ Date_____

5. Student Statement

☐ All of the information verified above is true and accurate.

Student Signature_____ Date_____

TAKE TO BURSAR OFFICE--Pay non-refundable per unit fee at Bursar Office

#of units_____ X $46 or ($236) =_____ PAID ☐cash ☐check ☐credit Clerk initials_____Date_____

GIVE FORM TO THE INSTRUCTOR. Students may not handle this form past this point. Instructor Statement:

I have discussed the Credit by Exam with this student. I have designated the date of _____ to administer the exam.
The above named student possesses adequate equivalency and mastery of the subject and the Credit by Exam is granted for the
course listed above. Credit and the following grade shall be given to the student.

FINAL GRADE: ☐

Print Instructor Name_____

Instructor Signature_____Date_____
Instructor: *DO NOT GIVE THIS FORM TO THE STUDENT.* Please submit form to Admissions & Records.

Dean of Enrollment Services Approval

Dean of Enrollment Services_____ Date_____

A&R

☐ARAI ☐STAC ☐STAL ☐Email Student   Initial_____Date_____

Revised 3/13