

Credit by Exam is available for IVC students who wish to receive credit in an IVC course that the student has not received previous high school or college credit, attempted Credit by Exam, or has ever enrolled in the course for which Credit by Exam is requested. Credit by Exam cannot be given for any course which is a prerequisite to one for which credit has been received. Additionally, the course should be one in which the content can be tested by exam in the opinion of the department and instructor.

Name: _____ Student ID: _____
Last First Middle

Course Number: _____ Course Name: _____ Units: _____

Steps to complete the Credit by Exam process:

1. Student will obtain initial clearance by the Office of Admissions and Records.
2. Student will obtain approvals of the chosen instructor, division dean, and Vice President of Instruction.
3. The Office of the Vice President of Instruction will return the form to the Office of Admissions and Records for final processing.
4. If your request is approved you will be notified by the Office of Admissions and Records to pay the required fees for the course.
5. Student will complete the examination at the time and place appointed by the instructor.
6. Instructor will submit your grade to the Office of Admissions and Records.
7. A grade of "P" will be assigned if the examination is passed, and a grade of "NP" will be assigned if not passed or if you fail to show at the time appointed. Your transcript will be updated and will include annotation that the course was completed through Credit by Exam only after the required fees are paid.

Student Signature: _____ Date: _____

Received by: _____	Date: _____	Holds: _____
Office of Admissions & Records Clearance:		
Registrar's Signature: _____	Date: _____	()Approved ()Denied

Instructor Approval/Denial:		
Instructor's Signature: _____	Date: _____	()Approved ()Denied
Proposed Date of Test: _____		

Administration Approval/Denial		
Division Dean's Signature: _____	Date: _____	()Approved ()Denied
Vice President of Instruction: _____	Date: _____	()Approved ()Denied

Office of Admissions & Records Final Actions:		
Instructor notified of petition approved/denied by: _____	Date: _____	
Grade Received by: _____	Date: _____	
Transcript notation posted by: _____	Date: _____	