This petition will be filled out during the student’s meeting with a Foothill counselor, and forwarded to the instructor of record by the counselor. Following the exam, the completed petition will be filed with Admissions & Records.

Date:

Name: CWID:

Email: Phone Number:

Credit by Examination is being requested for the following course:

Dept. and Course Number *(e.g., SPAN 1)*:

Course Title *(e.g., Elementary Spanish I)*:

Number of Units:

Instructor Name:

Please describe your previous qualifying training or experience for which you have not received credit (the department may ask for proof or documentation):

**Conditions and Regulations for Earning Credit by Examination**

Read and initial each of the following conditions and regulations, to confirm agreement:

\_\_\_\_ Before submitting this petition, please meet with a Foothill counselor to discuss the implications of taking a course for Credit by Examination

\_\_\_\_ The grade received using Credit by Examination is final. The student may not drop the class after seeing the exam or retake the final exam with the rest of the class during finals week

\_\_\_\_ For any grade received by using Credit by Examination, the student transcript will clearly note that Credit by Examination was used

\_\_\_\_ Petitions for Credit by Examination will not be accepted after the second week of instruction during a regular quarter, or after the first week of summer session, or after the second meeting of a two-week course

\_\_\_\_ Credit by Examination will not be granted for any course for which the student has received a grade from any institution of higher education

\_\_\_\_ Units of credit received through Credit by Examination may not apply toward the minimum of 18 resident units required at Foothill College for an Associate Degree

\_\_\_\_ A maximum of 20 units of credit may be earned by Credit by Examination

\_\_\_\_ Credit by Examination may not be used for major courses

\_\_\_\_ Special limitations apply to courses in a sequence:

* If a student has completed a course within a sequence (using Credit by Examination or through regular enrollment), Credit by Examination may not be used to receive credit for a preceding course within that same sequence; e.g., a student who has successfully completed SPAN 2 may not use Credit by Examination for SPAN 1
* Students may challenge only one course within a sequence

\_\_\_\_ Acceptance of units of credit received through Credit by Examination by a transfer institution depends on the policies of that institution

\_\_\_\_ The student must remain enrolled in the class being petitioned and may not enroll in another class scheduled at the same time

*Student Signature*

*Counselor Signature*

*Instructor Signature*

|  |
| --- |
| **Division Use Only**  Date of Exam:  Grade:  Examiner Name (printed):  Examiner Signature: |