

# Pierce COLLEGE

## Credit-by-Exam Petition

\_\_\_\_\_  
Semester/Year

**Credit by Exam may only be attempted once per course.**

Course Name and Number \_\_\_\_\_

\_\_\_\_\_  
Area code Phone

\_\_\_\_\_  
Student's Last Name, First Student ID Number

\_\_\_\_\_  
Address City State Zip

### READ CAREFULLY:

1. Complete a separate petition for each course requested.
2. Credit-by-Exam cannot be granted for courses in which you have already earned a grade or are currently enrolled.
3. Submit this petition to the Admissions and Records Office. You will be notified by mail of the result.
4. After you receive the notification that your petition has been approved, pay the enrollment fee in the Business Office located in the College Services Building.
5. If approved, you must contact the Department Chairperson to schedule the exam.
5. If you pass the exam, a grade of "P" (Pass) will be entered on your record
6. If you do not pass the exam, a grade of "NP" (No Pass) will be entered on your record.

Mark YES or NO

\_\_\_\_\_ I am currently registered in the college.

\_\_\_\_\_ My cumulative G.P.A. is at least 2.0.

\_\_\_\_\_ I have taken less than 15 units Credit-by-Exam.

\_\_\_\_\_ I have completed at least 12 units within the Los Angeles Community College District.

\_\_\_\_\_ This course is offered on a Credit-by-Exam basis (Check the current list in the Schedule of Classes).

\_\_\_\_\_ I have completed the prerequisites (if any) for this course. (English 101 requires necessary prerequisites or satisfactory score on Placement Test.)

\_\_\_\_\_ This course is more advanced than any I have completed or am attending in this discipline.

I understand that I will receive a grade of "No Pass" in this course if I do not pass the exam.

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Comments:

1. Eligible Ineligible \_\_\_\_\_  
Admissions

2. Passed Exam Failed Exam \_\_\_\_\_  
Instructor/Dept. Chairperson

3. Approved Denied \_\_\_\_\_  
Department Chairperson