

Credit by Examination

Name: _____ Student ID No.: _____

Address: _____ City _____ State _____ Zip _____

Course Title & Number: _____ Sem. & Yr. _____ Sect. # _____

Contact Number: _____ E-Mail: _____@_____

Credit by Examination is authorized in Title 5, Section 55753. The following rules and regulations govern the granting of such credit.

I. Determination of Eligibility to Take the Examination

- ___ 1. The student must be currently enrolled in at least one **ELAC** graded course.
- ___ 2. The student must have completed 12 units within the Los Angeles Community College District.
- ___ 3. The student must be in good standing, having all required transcripts **mailed directly** from the other college to East Los Angeles College, Admissions Office, with an overall 2.00 or higher grade point average. The student must have received credit for the prerequisite course.
- ___ 4. The course must be listed in the College Catalog. (See part **II** below)
- ___ 5. The student must not be currently enrolled in, nor completed the course or a more advanced course than that for which credit is requested.
- ___ 6. No more than one challenge per course will be permitted.
- ___ 7. The student must obtain the formal approval of the Department Chairperson.
- ___ 8. The student may earn a maximum of 15 units through Credit by Examination.
- ___ 9. The request for Credit by Examination must be submitted no later than one calendar month before the first day of finals week and two (2) weeks before the first day of finals week for Short Term classes.
- ___ 10. Any and all debts to the college must be paid before final approval for Credit by Examination.

II. List of Classes (Effective 2005)

<u>Course Name & Number</u>	<u>Department</u>
Administration of Justice 1 - 6, 49, 67, 75, 160.....	Admin. of Justice
Architecture 1-10, 12, 13, 16, 17, 22, 23, 25, 26, 28, 30, 36, 37, 50, 58, 59, 62, 63, 124.	Architecture
Art 211, 313, 522, 638	Art
Chemistry 65.....	Chemistry
Computer Applications and Office Technology, 31, 33, 34, 97.....	CAOT
Electronics 2, 4, 6, 10, 12, 20, 22, 28, 92.....	Electronics
English 101	English
Health 8.....	Women's P.E.
Health 11.....	Men's P.E.
Health Information Technology 103,133.....	Life Science
Nursing 265, 266, 267, 268, 269, 270, 271, 272, 273, 276, 277	Nursing
Photography 10, 17, 32, 47	Photography

Student's Signature _____ Date _____

TO STUDENT: Your request for Credit by Examination has been:

APPROVED- Please make arrangements with the Department Chair to take examination.

DENIED- Requirements not met are checked above.

III. Additional Information

1. Credit earned by Examination may not be used to meet the unit load requirements demanded of such students as veterans or to qualify for Social Security benefits or scholastic honors, or to fulfill graduation residence requirement.
2. Challenge examinations will be administered only during a regular semester.
3. If a student passes the examination, the course shall be posted on student cumulative record as "CRX" and "NCX" if failed. The student's record shall also be annotated "Credit by Examination." Units shall be entered but shall not be considered in the computation of student's grade point average.
4. The department offering the course in question shall determine to its satisfaction that the student has the educational background and/or experience the equivalent to that of students completing the course. The department shall determine the type of examination to be given and the date of the examination.

ADMISSIONS OFFICE USE ONLY

Dean of Admissions Approval: _____ Date: _____

Cumulative Grade Point Average: _____

DEPARTMENT USE ONLY

****DO NOT ADMINISTER THE EXAM WITHOUT THE WRITTEN APPROVAL OF ADMISSIONS****

The student: PASSED FAILED the examination given on: _____

Department Chair Signature: _____ Date: _____