



# Credit by Institutional Examination

The student is responsible for obtaining required signatures in person, and for submitting form to Admissions and Records by Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.

Name \_\_\_\_\_ Student ID \_\_\_\_\_  
*Last First MI*

Address \_\_\_\_\_  
*Number/Street Apt# City State Zip*

Phone \_\_\_\_\_ Email \_\_\_\_\_

*I hereby petition to take an examination for credit in the following course (course must be listed the current MiraCosta College catalog):*

\_\_\_\_\_ *Class Number Course Number Units*

Reason(s) justifying this petition (attach separate sheet if necessary): \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructor** (student MUST meet with the Instructor in person)

I have discussed this petition with the student and I agree to give the student an examination which will measure the student's knowledge in the above course.

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Department Chair** (student MUST meet and discuss with Chair)

*This petition meets all departmental regulations for credit by examination. The above instructor is eligible to give the examination. The course petitioned is listed in the current College catalog.*

**Department Chair Signature** \_\_\_\_\_ / \_\_\_\_\_ **Date** \_\_\_\_\_  
Print Name

**Office Use Only**

**Fees Due** \_\_\_\_\_ **Fees Paid** \_\_\_\_\_ **BOG / PD** \_\_\_\_\_ / \_\_\_\_\_  
*Initials Date*

*I certify that the student is enrolled in a minimum of three units of work this semester (with a grade other than W) other than those units which were earned through institutional examination.*

**Evaluator Signature** \_\_\_\_\_ **Eligible** \_\_\_\_\_ **Not Eligible** \_\_\_\_\_ **Date** \_\_\_\_\_

**After CBE Deadline:** \_\_\_\_\_ / \_\_\_\_\_  
*Units Date*

**After 75% Deadline:** \_\_\_\_\_ / \_\_\_\_\_  
*Units Date*

## ***Credit by Institutional Examination***

### ***Policy Statement***

*The intent of this service is to offer to those students who have acquired the content of courses offered by MiraCosta College, but have done so in non-traditional ways an opportunity to receive formal credit.*

### ***General Regulations***

- A departmental or program credit by institutional examination policy is on file with Student Services.
- An instructor who has been designated by departmental statement as eligible to give credit by institutional examination in the course agrees that such credit by institutional examination is appropriate. This instructor is also responsible for writing, selecting, and administering the exam.
- Units earned under credit by examination provisions do not count in the 12 units in residence required for graduation.
- To receive credit by institutional examination, a student must be in good standing and must complete (with a grade other than W) at least 3 units of work at MiraCosta College during the semester, other than those units that are earned through institutional examination.
- Credit by institutional examination is limited to those courses in the MiraCosta College catalog current for the period of evaluation.
- An examination may be taken only one time for a specific subject and will not be given in a subject previously completed unsatisfactorily (D, F, or NP).
- The deadline for returning the completed petition for credit by institutional examination to the Admissions and Records Office is Friday of the sixth week of classes during a regular semester or the third week of classes during summer intersession.
- All examinations will be given during the period reserved for "day class" final examinations each regular semester, unless special permission is secured from the examining instructor.
- All examinations will be graded using the full range of grades available for any class.
- Credit by institutional examination will generally not be offered for a course that is a prerequisite to a course for which the student has already received college credit in a previous semester.
- A maximum of 15 units will be granted as credit by institutional examination at MiraCosta College. Note: This number does not include Advanced Placement, CLEP, or other similar standardized tests.
- Credit by institutional examination in a course will be noted on the student's permanent record by a notation next to the course.
- Credit by institutional examination will be recorded on the student's permanent record only if department and institutional policy has been followed.
- Charges will be assessed for credit by institutional examination. Units earned through credit by institutional exam cannot be counted for federal financial aid payment purposes.
- Credits acquired by examination are not applicable to meeting of such unit-load requirements as Selective Service deferment, veteran's, or Social Security benefits.
- Credit by institutional exam is covered by the Board of Governors Fee Waiver Program, if eligible.

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### ***Procedures***

- ✓ Student completes that part of the petition that pertains to him/her.
- ✓ Student secures the signature and approval from an instructor who is designated by his/her department to administer an examination and award credit.
- ✓ Student secures the approval and signature of Department Chair that all departmental requirements have been met.
- ✓ Student submits the petition to Admissions and Records Office with the two (2) signatures by the deadline.
- ✓ Student will be notified by the Admissions and Records Office concerning the approval or denial of this petition.
- ✓ Student pays current per unit enrollment fee.
- ✓ Upon completion of the semester or summer session, the student will be awarded appropriate credit and noted on his/her permanent record.