

**PETITION FOR CREDIT BY EXAMINATION**

(CHALLENGE OF COURSE)

(Please Print this form completely and neatly with blue or black ink)

**CRITERIA:** A currently, or formerly, enrolled student who can present evidence acceptable to the appropriate course Division/Center/or Executive Dean of advanced preparation in the subject matter of a Yuba College course, may challenge that course once to earn credit or to meet a prerequisite.

APPROVAL OF THE APPROPRIATE ACADEMIC DEAN MUST BE RECEIVED PRIOR TO THE EXAMINATION.

**I understand to be eligible to challenge a course I must:** • Have completed at least 12 units from YCCD classes with a GPA of 2.0 or higher; • Not be enrolled in the course to be challenged; • Not have completed an equivalent of this course, nor a more advanced course in the same discipline, for credit; • If the challenge is at a campus or center, the course to challenge must be a course offered at that campus or center; • I understand I may challenge this course once to earn credit or meet a prerequisite.

*\*Credit by examination shall be graded by the same grading method as the regular class, unless, I accept a pass/no pass grading option below (if course is a regularly graded course). I understand that if the course is only taught as a pass/no pass course, that pass/no pass grading mode will be my only choice – Title 5 (55050).*

Student Name \_\_\_\_\_, Student ID #: \_\_\_\_\_  
( Print Name )

Street Address \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ( ) \_\_\_\_\_  
City State Zip Phone No.

Email address (optional) \_\_\_\_\_

I hereby petition the \_\_\_\_\_ division to allow me to complete a special examination in the following course:  
(Name of Academic Division)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Course Department Course Title and Number Units

**Purpose of Challenge – (check one)**

Earn credit in the course by examination. I understand that if I successfully pass the exam, and the course is offered as a regularly graded course I would like to choose the following grading mode: (please circle one) a [pass/no pass grade option] OR [letter grade option]. *Credit by examination shall be graded by the same grading method as the regular class unless the student accepts a pass/no pass option.*

Meet the prerequisite, without earning credit in the course in which the exam is taken in order to enter the following course:

I verify that I have not previously completed the equivalent of this course, or a more advanced course in the same discipline, for credit. I feel that I am qualified to challenge this course by examination based on my knowledge as explained on the reverse side of this sheet. I understand a course may be challenged only once.

\_\_\_\_\_  
Signature of Student

**Recommendation of Instructor teaching course to be challenged:**

Approved  Denied Approval of Instructor: \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor

Approved  Denied Approval of Academic Dean: \_\_\_\_\_

\_\_\_\_\_  
Signature of Academic Dean

(Must be approved by Academic Dean prior to examination)

**REPORT OF ACTION TO RECORD'S OFFICE:**

**PETITION GRANTED, with following results:**

examination for credit successfully completed with grade of Pass / No Pass (units which will not be used in computing the student's GPA); OR a letter grade of \_\_\_\_\_.

examination (without credit) to meet a prerequisite successfully completed and the student will be allowed to enter the course:

examination was taken, but the student failed.

**PETITION DENIED for following reasons:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Academic Dean

**RECORD'S OFFICE ACTION – If examination was successfully completed:**

Entered on academic record by: \_\_\_\_\_ Date: \_\_\_\_\_