

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT  
CREDIT FOR PRIOR LEARNING: CREDIT BY EXAMINATION FORM**

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

**Student Email:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

I understand the following:

- I must be currently enrolled at Grossmont/Cuyamaca College, in good standing and have 2.0 cumulative GPA.
- I must have met with a counselor and have a student education plan on file.
- The course I am requesting a credit evaluation for must be listed in the Grossmont and/or Cuyamaca catalog.
- I have never previously enrolled in and am not currently enrolled in the course.
- I understand that Credit by Examination units will not apply toward the 12-unit residency requirement, nor will they apply toward unit load requirements.
- Credit by Examination awarded through this process is at the discretion of GCCCD.
- By signing and initialing here, I certify that I understand that this form will be processed should course credit be awarded. \_\_\_\_\_ (Initial here.)

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

\_\_\_\_\_  
**Date**

**GCCCD CREDIT REQUEST (To be completed by the student. Student must see a counselor before completing form.)**

**GC/CC Course** \_\_\_\_\_  
Prefix and Course # Course Title Units

**INSTRUCTOR OF RECORD IDENTIFICATION, DIVISION AUTHORIZATION, GRADE ASSIGNMENT**

**(To be completed by Discipline Faculty)**

Credit by Examination is appropriate for the GCCCD course credit requested? YES \_\_\_\_\_ NO \_\_\_\_\_

Faculty member is willing to develop, file, administer, and grade examination? YES \_\_\_\_\_ NO \_\_\_\_\_

Faculty member agrees to submit a grade in a timely manner. YES \_\_\_\_\_ NO \_\_\_\_\_

Faculty Note: \_\_\_\_\_

\_\_\_\_\_  
Faculty Name (Please Print)

\_\_\_\_\_  
Faculty Signature

\_\_\_\_\_  
Date

Evaluation Date: \_\_\_\_\_

Course Credit Awarded: YES \_\_\_\_\_ NO \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Department Chair Signature and Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Division Dean Signature and Date

**Note to Student: Take approved form to Cashier/Business Office for payment of fees. After payment of fees, please submit this form to the Office of Admissions & Records.**

**PAYMENT OF FEES -BUSINESS OFFICE USE ONLY**

Fee Charged: \_\_\_\_\_ Processed by (Print first and last name): \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**ADMISSIONS & RECORDS**

**Records – Good Standing/Transcripts Check by:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Evaluations – Processed by:** \_\_\_\_\_ **Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# **CREDIT BY EXAMINATION FORM**

## **STUDENT INSTRUCTIONS:**

- All official transcripts from other colleges and universities must be on file with the GCCCD Admissions and Records Offices.
- The student must have a current education plan on file and consult with a counselor prior to submitting this form to make sure requesting Credit by Examination is appropriate.
- Must obtain agreement, approval, and signatures from the academic department faculty who will be administering the examination.
- Must obtain approval and signature for the Division Dean.
- Arrange an exam date with the faculty for the examination (e.g. day, time, location).
- Pay applicable enrollment and administrative fees in the Cashier/Business Office.
- Submit the completed form to the Office of Admissions and Records.
- The form must be completed and submitted to Admissions and Records by the beginning of the fifth week of the semester and the exam must be completed before the end of the semester.

## **FACULTY AND DEPARTMENT INSTRUCTIONS:**

- The faculty member will meet with the student and discuss the possibility of Credit by Examination.
- The faculty department chair or faculty designee will sign off if they agree to develop, file, administer and grade the examination.
- If signing off, arrange for completing and administering the examination (e.g. day, time, location).
- Grading must be in accordance with the Course Outline of Record.
- Grade will be submitted to Admissions and Records by the deadlines established for grades in the term Credit by Examination is requested.

## **ADMISSIONS & RECORDS OFFICE INSTRUCTIONS:**

- Admissions and Records will verify that the student is in good standing according to the college catalog, have a cumulative 2.0 GPA, and all official transcripts are on file.
- Admissions and Records will only notify the student if the student is not in good standing or has outstanding transcripts.

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## **CREDIT BY EXAMINATION REGULATIONS:**

- The student must be in good standing and currently enrolled at the college. The student may earn a maximum of 12 units through Credit for Prior Learning (CPL).
- Students must meet with a counselor and have a current education plan on file.
- The requested course is listed in the current Grossmont College and/or Cuyamaca College catalog.
- The student cannot have any previous enrollments in the course being requested. This includes passing or failing grades, pass/no pass attempts, incompletes, withdrawals, and excused withdrawals.
- A student may complete Credit by Examination of an individual course only once.
- Credit by Examination counts as an enrollment for repeatability purposes.
- CPL units shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

Note: Some courses may not be available for Credit by Examination credit. For more information, please consult with your Counselor.