



Cerritos College Credit by Exam

Student Steps for Receiving Credit by Exam

1. Application to Cerritos College

In order to apply, you should have with you:

- Your Social Security Number
(if you do not have a Social Security Number, you can still apply)
- An email address (*other* than your High School email) that you will check

You will complete 2 online applications:

- OpenCCC online application
- Cerritos College online application

2. Student ID

- You will receive (by email) your Cerritos College Student ID# in 1 - 3 day after you apply. This number is **important**. You will use it to apply for credit for your PLTW class, and to view your credit on your Cerritos College transcripts later. Check your spam folder since it might get filtered there.
- You must save that email and make a note of your Cerritos College Student ID#

3. Credit By Exam Form

- You will need your Cerritos College Student ID# to fill out this form.
Do NOT use your High School Student ID number on the Cerritos College Credit by Exam Form as this is not a valid number at Cerritos College.

4. Earn the minimum required grade.

- Check with your high school teacher for the minimum grade required.

5. College Transcripts

- You will be able to view the course with your grade and college units on your Cerritos College transcripts
 - Transcripts can be viewed in your MyCerritos student account at:
<http://my.cerritos.edu/> → Current Students → MyCerritos

Cerritos College Petition for Credit By Examination

Name: Last First Middle Student ID Number

Address: Number & Street City Zip Email Address

I wish to petition for:

Course Name

Units

For Credit by Examination, my proficiency in the subject results from:

1. Formal Service Connected Courses
2. Experience and/or travel
3. Coursework at a non-accredited institution
4. Individual study
5. Other (Please explain):

Student Signature

Date

To be Completed by the Division Office: (Petitioner must personally submit to the appropriate Instructional Dean)

Date of Exam Given

Grade

By: Instructor Name

Instructor Signature

Term to be Posted

Instructional Dean Signature

Date

Action Taken: Approved Denied

Reason for Denial

To be Completed by the Office of Admissions, Records, & Services:

Check all that apply:

Yes

No

A	Student is currently enrolled at Cerritos College			
B	Student's overall GPA is 2.0 or above			Course Number
C	Student will be within 12 unit maximum for Credit by Examination			
D	Student has met the prerequisites for the class.			Grade Recorded
E	This course is on the approved list for Credit by Examination			
F	This course meets all of the following criteria. It is a course:			Student Notified
	<ul style="list-style-type: none"> • For which no high school nor college credit has previously been given • Which has not been challenged before • Which follows in sequence any course for which credit has been granted 			

Action Taken: Approved Denied

Name & Title

Date

Reason for Denial

Credit by Examination

“Credit by Examination” may be granted for proficiency previously accomplished at an institution other than an accredited institution for: experience, study, travel, or for formal service-connected courses essentially equivalent to a course for which credit is being requested. Credit attempted by this method shall be marked on the student’s permanent record on an A-F grading system. Units and grade points earned shall be counted toward the Associate in Arts degree. Those students planning to transfer should be advised that credit by exam grades may not be accepted

Units earned by “Credit by Examination” are not considered as part of the student’s official program and will not be used for reports to Social Security, Veterans Administration, or similar agencies. Non-resident students will not be required to pay a tuition fee.

Students shall petition for Credit by Examination through the Office of Admissions, Records, & Services. The petitioner must submit a signed Credit by Examination form to the appropriate instructional dean for examination & approval. It is the student’s responsibility to obtain approval before the designated deadline. (Deadline dates may vary between academic departments. Students should see the appropriate department for deadline dates.) Results are forwarded to the Office of Admissions, Records & Services for recording.

The Office of Admissions, Records, & Services will NOT accept completed Credit by Examination forms directly from the student.

Eligibility Governing “Credit by Examination”

1. The student is currently enrolled at Cerritos College.
2. The course is approved for “Credit by Examination.”
(See Schedule of Classes for list of approved courses.)
3. Student has met any and all prerequisite(s) for the course.
4. The student has not already received credit for a more advanced course which follows the petitioned course in sequence.
5. The student has not previously challenged this course.
6. The course is one for which high school or college credit has not been previously granted, unless there is a course articulation agreement between Cerritos College and an educational institution or agency.

A student may earn up to a maximum of 15 units through “Credit by Examination.”
