



Admissions & Records Office  
 11711 Sand Canyon Road  
 Yucaipa, CA. 92399-1799  
 P: (909) 389-3372  
 Web: www.craftonhills.edu

# Crafton Hills College Credit by Examination

All Sections Must Be Completed

Name \_\_\_\_\_  
 (Last) (First) (MI) (Student I.D. #)  
 E-mail Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

**I am requesting Credit by Examination for: (ONE COURSE PER APPLICATION)**

Course Name and Number	Units	Student Signature	Date
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I request to be evaluated on:  Pass/No Pass basis (P/NP)  Standard Grade basis (A, B, C, D, F)

**Step 1: UNIT VERIFICATION - ADMISSIONS & RECORDS OFFICE**

The above named student is enrolled for the current term and has completed at least 12 units at CHC.  
 Spring  Summer  Fall \_\_\_\_\_  
 Year \_\_\_\_\_ \ \ \_\_\_\_\_  
 Admissions Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2: INSTRUCTOR APPROVAL**

\_\_\_\_\_  
 Instructor Name (Please Print) Instructor Signature Date

**Step 3: PAYMENT OF FEES - CAMPUS BUSINESS OFFICE**  
**Financial Aid / B.O.G.G. Waiver does not cover these fees**

Fee Calculation: \$ \_\_\_\_\_ x \$ \_\_\_\_\_ + \$20.00 exam fee = \$ \_\_\_\_\_  
 (# of Units) (Cost / Unit)

These fees have been paid in full by the above named student.  
 \_\_\_\_\_ \ \ \_\_\_\_\_  
 Campus Business Officer Signature Date

**Step 4: OFFICE OF INSTRUCTION APPROVAL**  
 Granted  Denied

\_\_\_\_\_  
 Vice President of Instruction Signature Date

**Step 5: COMPLETE EXAM - INSTRUCTOR USE ONLY**  
*The examination must be administered during the current term, listed above.*

**DO NOT ADMINISTER EXAM UNTIL ALL PREVIOUS STEPS HAVE BEEN COMPLETED!**

Date of Examination: \_\_\_\_\_ \ \ \_\_\_\_\_ GRADE \_\_\_\_\_  
 \_\_\_\_\_ \ \ \_\_\_\_\_  
 Print Instructor Name Instructor Signature Date

*The instructor must submit this form to the Admissions and Records Office by the end of the semester in which the examination was completed.*

**THIS FORM WILL BE ACCEPTED ONLY FROM THE INSTRUCTOR WHOSE NAME APPEARS ABOVE.**

**ADMISSIONS OFFICE USE ONLY**

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ \ \ \_\_\_\_\_

## **CREDIT BY EXAMINATION INSTRUCTIONS**

### **ELIGIBILITY [Title 5 - 55050]**

Currently enrolled students who possess extensive background and/or experience in a subject area and are confident their knowledge is equivalent to the course content may apply for credit by examination.

To be eligible, students must:

- Be enrolled for the term currently in session
- Have completed 12 units at CHC
- Be in good standing with the college

All fees, current course enrollment fees plus a \$20.00 fee required to administer the additional paperwork and post the assigned grades, must be paid prior to taking the exam.

### **STEPS MUST BE FOLLOWED IN ORDER**

1. Have enrollment and units verified by the Admissions & Records Office on the Credit by Examination application.
2. Obtain approval from the instructor of record by having the instructor sign the application.
3. Pay the required fee to the Campus Business Office.
4. Present the application to the office of the Vice President of Instruction.
5. Instruction office will return the approved application to the instructor of record, and applicant will complete the course examination.
6. The instructor will then enter the assigned grade and return the completed application to the Admissions and Records Office.

Questions about the examination or assigned grade must be directed to the instructor of record. Questions relating to transcripts should be directed to the Admissions and Records Office.