RCC
RIVERSIDE CITY COLLEGE

To apply for Credit-By-Examination the student must assess their level to determine the highest-level class they can enroll in.

For Spanish: Set up an appointment for a Spanish placement test offered online by emailing assessment@rcc.edu.

For Other Languages: Complete the Matriculation Appeal process in the Counseling Department to assess level.

After enrolling in or have successfully completed a higher-level course, students may apply for credit-by-examination for a lower level course. Student must submit this form to the Admissions office 2 weeks prior to the end of the semester. When student completes a higher-level course with a "C" or better and the Dean or Director of Admissions & Records approves the granting of credit, student will be given credit (not a grade) for a lower-level course.

Students must complete the criteria listed below to be eligible for credit-by-examination. Students must be enrolled in a Riverside City College course. Students may receive credit-by-examination in a total unit amount not to exceed 45 units. Students who are transferring to a 4-year institution are encouraged to consult with a counselor prior to applying for credit-by-examination. Students may not receive credit for levels 3N, 8, 11 or 12 through the Credit-by-Examination process.

TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Last Name:_____ First Name: _____M.I._____

Student ID#_____ Phone #: _____

Street_____City_____State_____Zip_____

I wish to apply for Credit-by-Examination in the following <u>lower level course</u>.

Course Name_____ Units_____

I am <u>currently enrolled or have completed</u> the following higher-level course: _____

Term during which course was completed: Fall_____ Winter_____ Spring_____ Summer_____ Year_____

Student Signature_____Date_____

TO BE COMPLETED BY THE ADMISSIONS OFFICE:
Criteria for Approval:

_____12 units completed at Riverside City College/RCCD   _____Meets criteria/approved

_____ 2.00 or above Grade Point Average   _____Does not meet criteria/disapproved

_____Currently enrolled at Riverside City College/RCCD   _____ID Checked

Student Services Specialist Name_____

Student Services Specialist Signature_____Date_____

TO BE COMPLETED BY THE DEAN or DIRECTOR OF ADMISSIONS & RECORDS:
Student may receive credit for the following lower level course.

Course Name_____ Units_____ Date_____

Name_____ Signature_____

TO BE COMPLETED BY ADMISSIONS AND RECORDS:

_____Credit entered to academic history _____Date _____Staff Initials