

CREDIT BY EXAM INSTRUCTIONS

Credit by Exam is based on the principle that previous experience, training or instruction is equivalent of a specific course taught by Barstow Community College. ***Each Credit by Exam Course will require a separate form.***

- The student will receive a letter grade (A, B, C, D, F, P, NP) and grade points in the same way as if the student were enrolled in the course.
- A student may challenge a course only once.
- Credit by Exam is possible in course available within the college catalog only.
- For students seeking Associates degrees, per Title 5 § 55063, students must complete a minimum of 12 semester units in residence at Barstow College.
- Credit earned according to this policy shall not count toward determination of eligibility for Veteran's benefits.

STEP ONE

- I am currently enrolled at Barstow Community College
- I am not on Academic Probation or Academic Dismissal
- I have not earned college credit in a more advanced course
- Transcripts of all previous course work are on file at Admissions and Records
- I have not received a passing grade of "C" or higher in this or an equivalent course at BCC or any other college or university
- I have not currently enrolled in the Credit by Exam Course

STEP TWO

- Meet with a counselor to determine Credit by Exam eligibility
- Meet with the Dean to obtain approval and help facilitate the Exam with Faculty
- Submit the Credit by Exam form to Admissions and Records for verification prior to the exam taking place

STEP THREE

- Provide the completed Credit by Exam form to the instructor
- Take the test
- The instructor will then complete the grading and provide the completed form to Admissions and Records for transcribing onto your student account



BARSTOW COMMUNITY COLLEGE

Request for Credit by Exam

Complete the form to initiate a Credit By Exam Request. **(PLEASE BE AWARE EACH EXAM WILL NEED ITS OWN FORM)**

Student Information:

PRINT Last Name	First Name	MI	Student ID
Address	City	State	Zip Code
BCC Email	Phone Number		

Course Request for Credit by Exam:

Semester/Year	Subject & Course Code	Course Title	Number of Units
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Dean Approval:

Print Name	Department Dean Signature	Date
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Admissions and Records Verification:

- Student is currently registered in at least one course at Barstow Community College
- Student is not on Academic Probation or Academic Dismissal
- Official transcripts from all previous coursework is on file with Admissions and Records
- Student has not earned college credit in a more advanced course
- Student has not received a letter grade (A, B, C, D, F, P, NP) for this or an equivalent course at any college

Verified by Admissions and Records Signature	Date
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Student Statement:

- All of the information verified above is true and accurate

Student Signature	Date
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Instructor Section (Students may not handle form past this point. Instructor Statement:

I have discussed the Credit by Exam with this student. I have designated the date of _____ to administer the exam. The above named student possesses adequate knowledge or mastery of the subject the Credit by Exam is granted for the course listed above. Credit and the following grade shall be given to the student.

Final Grade A B C D F P NP

Instructor Signature	Date
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Instructor: DO NOT GIVE THIS FORM TO THE STUDENT. Please submit completed form to admissions@barstow.edu

Admissions and Records Approval and Notification:

Admissions and Records Signature	Date
Notified By: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> In Person	