

Request for Credit by Examination

The Credit by Exam (CBE) cost is current tuition rates per unit for in-state, out-of-state, or international students depending on your student status. Credit will not be processed until the per unit enrollment fee is paid to the college.

NOTE: This CBE cost may be covered by Financial Aid. Units acquired by examination might not be applicable to meeting such unit load requirements as Selective Service deferment, Veteran's Benefits, or Social Security Benefits.

Student Name (First and Last)

Date

BC ID Number

Contact Number

Course Name Course Number

Course Title

Student Attestation: I have the knowledge and understanding of the content and outcomes of this course.

Student Signature

Date

Counselor or Adviser Name

Counselor or Adviser Signature

Date

Department Chair

Approve

Deny

If approved, date of examination

Examination Result Grade

Department Chair Name

Signature of Department Chair

Date

Dean

Approve

Deny

Dean Name

Signature of Dean

Date

Office Use Only:

Paid Date

Posted Date

Bakersfield College

Policy

Credit may be granted to any student who satisfactorily passes an examination approved by discipline faculty and conducted by a designated authority of the College. Such credit may be granted only to a student who is registered at the College and is in good standing, and only for a course listed in the College catalog. Credit by examination is not available for all courses.

- The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with procedures approved by the curriculum committee. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record.
- A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in the individually identified courses for which examinations are conducted.
- The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- Grading shall be according to the regular grading system, approved by the Board of Trustees.
- Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the twelve (12) semester hours of credit in residence required for an associate degree.
- The District may charge the student a fee for administering the examination, but this fee shall not exceed the enrollment fee for the course for which credit by examination is to be awarded. To apply for Credit by Examination a student obtains a Credit by Examination Application form in the Office of Admissions and Records.

Procedure

Students should follow these procedures in challenging a course for credit by examination.

- Obtain a Petition for Credit by Examination form from the Office of Admissions and Records.
- Meet with an Counselor or Adviser to complete the form.
- Submit the form to the appropriate department chair who will approve or disapprove the petition.
- If the department chair approves the petition, take the examination at the time and place designated.
- The department chair will assign a grade, sign the petition, obtain signature from the dean, and return the form to the Office of Admissions and Records.
- The Office of Admissions and Records will notify the student if payment is still needed.