Application for Credit-By-Examination

San Bernardino Valley College

Students who feel their knowledge of a subject is equivalent to the content of a course offered by the college may apply for credit-by-examination. To do so, the following conditions must exist:

- Students must submit evidence of extensive background and/or experience in the subject to the instructor of the course

- Students must have completed twelve (12) or more units at San Bernardino Valley College or be a permanent employee of the San Bernardino Community College District

- The student must be enrolled in the college during the semester in which he/she takes the examination

- In accordance with Board Policy 5080, credit-by-examination for Modern language courses may be granted only to students who take the next higher language course while attending San Bernardino Valley College, and only with the approval of the Modern Languages Faculty Chair

In addition to paying an enrollment fee based on the number of units in the course that is being challenged, there is an additional $20 processing fee that is applied to all credit-by-examination applications. (Note: All students, including those with Board of Governor fee waivers, must pay the processing fee and enrollment fee based on units when applying for credit-by-examination.) Once the application has been approved by the administration and the necessary fees have been paid, the instructor may administer the examination and submit the grade earned. Grades will be consistent with the grading systems established by the college and will be submitted by the Division to the Admissions, Records & Registration Office by the end of the semester in which the examination is completed.

The student's transcript will contain a notation that indicates that the credit was earned by examination. Any grades earned through credit-by-examination will not be counted in determining the twelve (12) semester units of credit in residence required for graduation from the college. Upon completion a notification will be sent to your Valley College email.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
SAN BERNARDINO VALLEY COLLEGE
Application For Credit-By-Examination

San Bernardino
Valley College

Student ID Number	Last Name	First Name	Middle Initial	( ) - Telephone Number

○ Credit/No Credit   ○ Grade Based

Street Address	City	Zip

X Fall	X Spring	X Summer	20 ___	Course Number	Course Title	Units

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OFFICE USE ONLY

Admissions, Records & Registration (AD/SS 100):

Step 1
◊ Pick-up form
◊ Office verifies completed units at SBVC

○ Currently Enrolled

# of Units Completed	GPA

Designee Signature

Division Office (Varies):

Step 2
◊ Direct to the correct instructor
◊ Instructor reviews evidence/experience
◊ Instructor's signature
◊ Division approval

Granted	Denied

Instructor's Signature

Dean or Designee Signature

Campus Business Office (AD/SS 206):

Step 3
◊ Pay fees - current enrollment fees plus $20

/ /20___
Paid Date

Signature

Division Office (Varies):

Step 4
◊ Instructor conducts examination
◊ Examination graded
◊ Instructor delivers form to Division
◊ Division delivers form to Records

/ /20___
Exam Date

Instructor's Signature

Fall	Spring	Summer	Units	Grade

/ /20___
Today's Date

Admissions, Records & Registration (AD/SS 100):

Step 5
◊ Records information into student files

/ /20___
Credited Date

Designee Signature

San Bernardino Valley College ▪ 701 South Mount Vernon Avenue ▪ San Bernardino ▪ California 92410 ▪ 909-384-4400