



PETITION FOR CREDIT BY EXAMINATION

Registration Office
(805) 546-3955
www.cuesta.edu

The following requirements **must** be met to qualify for credit by examination:

- Only certain courses, listed in the catalog, and appearing on the list of courses on the Cuesta web site may be challenged.
- The student has completed all prerequisites for the course.
- The student must be currently registered, in good standing (2.0 grade point average) and has completed at least 12 credits at Cuesta College. (Work-in-progress credits may not be counted.)
- A course may not be challenged more than once.
- A maximum of fifteen (15) semester credits may be challenged.
- A course may be challenged on a letter grade or pass/no pass basis, if the course provides a GP grading option code.
- Credits acquired by examination shall not be:
 - counted in determining the 12 semester hours of credit in residence required for an Associate Degree.
 - applicable to meeting unit load requirements for athletics, financial aid, or veterans benefits.
- The petition must be completed and the student registered by:
 - Friday of the 4th week of the semester (Fall/Spring); or
 - Thursday of the 2nd week for Summer Session.

1	STUDENT	YEAR 20____ and TERM: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
STUDENT IDENTIFICATION NUMBER												
LAST NAME			FIRST NAME			M.I.			AREA CODE		PHONE NUMBER	
SUBJECT/NUMBER				COURSE TITLE				CREDITS				

BASIS FOR PETITIONING: _____

PLEASE READ THE REVERSE SIDE FOR PROCESSING STEPS. GRADING OPTION: YES YES
 LETTER GRADE PASS/NOPASS

 STUDENT'S SIGNATURE DATE

OFFICE USE ONLY

2	RECORDS CHECK	Registration Services will determine whether or not the student meets the minimum requirements as stated in Board Policy 6400. If eligible, the student will meet with the Division Chair/Director.
COURSE ELIGIBLE FOR CREDIT BY EXAM: YES NO GPA TO DATE: _____ CREDITS COMPLETED TO DATE: _____		
COURSE ELIGIBLE FOR P/NP GRADING: YES NO LESS THAN 15 CBE CREDITS YES NO PREREQ MET: YES NO N/A		
REGISTRATION AIDE SIGNATURE: _____ DATE: _____		

3	DIVISION APPROVAL	Division Chair/Director interviews the student to determine academic background required to be allowed to challenge the course. If approved, the division chair/director will assign an instructor.
APPROVED FOR CREDIT BY EXAM? YES NO IF NO, PROVIDE COMMENTS: _____		
_____ CRN: _____ INSTRUCTOR ASSIGNED: _____		
_____ DIVISION CHAIR/DIRECTOR'S SIGNATURE DATE		

4	REGISTRATION	REG CODE = CE ; GRADING OPTION? <input type="checkbox"/> P/NP or N/A	REG AIDE _____ DATE _____
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PROCEDURES FOR CREDIT BY EXAMINATION

Petitions for credit by examinations must be completed and submitted to a registration center by the following deadlines:

- Fall & Spring Semester: Friday of the 4th week of the semester
- Summer Session: Thursday of the 2nd week of the session

Please be aware of the following credit-by-examination restrictions based on Board policy R6400:

- A course may be challenged for a letter grade or pass/no pass grading basis, if the course provided a grading option code (GP). Refer to the current class schedule for grading option information by course.
- A maximum of 15 semester credits may be challenged.
- A course may not be challenged more than once.
- Credits received through a challenge may not be used to satisfy eligibility requirements for Veteran's, athletics, or financial aid benefits.
- Courses that involve a lab will include a lab portion, studio portfolio evaluation or a similar demonstration of ability in the examination.

STEPS FOR PROCESSING A CREDIT BY EXAMINATION PETITION:

1. The student is to complete the information in step 1 at the top of the form on the reverse side. Once step 1 (Student Information) is completed, the student brings the petition to a registration center to complete step 2.
REGISTRATION CENTERS:
Registration Office, Student Service Center 3100, San Luis Obispo campus, (805) 546-3955
North County Campus Student Services, Building N3000, Paso Robles campus, (805) 591-6210
South County Center, Arroyo Grande High School 900 Wing, (805) 474-3913, (closed during summer session)
2. Staff at the registration center will determine whether the student meets requirements and completes step 2.
3. Upon completion of step 2, the student should schedule a meeting with the division chair/director for an interview and, if approved, assignment of an instructor. The division chair/director will complete step 3. Once step 3 is completed, the division/chair contacts the Dean's assistant to assign a CRN and enters the CRN in step 3.
4. The Dean's assistant brings the completed Credit by Exam petition with assigned CRN to the San Luis campus registration center to enroll student in the class. A registration receipt will be mailed to the student. Once enrolled, the student pays applicable fees online in *myCuesta* or at the Cashier's Office. The fee is equal to the current enrollment fee per credit.
5. After registration, the student will meet with the assigned instructor and make arrangements for the date and time of the examination.
6. The instructor will submit the final grade. The final grade will be available to the student online in *myCuesta* at the end of the term, a week prior to the start of the following term. The student's academic record (transcript) shall be clearly annotated to reflect that credit was earned by examination.