



CERRITOS COLLEGE CREDIT BY EXAMINATION PETITION FORM*

High school students petitioning to receive credit for articulated high school coursework should use the Credit by Examination for Articulated High School Course petition form.

SECTION I: STUDENT INFORMATION

Name: _____

Student ID: _____

E-Mail: _____

Phone Number: _____

Course Number: _____
(e.g., AUTO 81)

Course Title: _____

Grade Basis Selection: A, B, C, D, F grading

Pass/No Pass grading (**for eligible courses**)

I hereby petition for credit by district-administered examination in accordance with Cerritos College Board Policy 4235 and Administrative Procedure 4235.

I acknowledge that credit awarded for prior learning is not applicable to meeting unit load requirements such as Selective Service deferment, Veterans, or Social Security benefits. I also acknowledge that credit awarded for prior learning shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree at Cerritos College.

I acknowledge that credit granted towards the associate degree at Cerritos College does not necessarily transfer to other institutions. I assume responsibility for consulting with a counselor regarding transfer requirements at particular institutions.

Student Signature: _____

Date: _____

SECTION II: ELIGIBILITY VERIFICATION (Completed by the Admissions & Records Office)

- The student is currently enrolled at Cerritos College. (**NOTE:** High school students petitioning to receive credit for high school coursework that has been formally articulated with a Cerritos College course should use the Credit by Examination for Articulated High School Course petition form.)
- The student is not currently enrolled in and has not previously received credit for the course or for a more advanced course (**NOTE:** The department may approve a petition for a more advanced course).
- The student is in good standing at the College and has an overall GPA of at least 2.0 in all college units attempted at Cerritos College. (**NOTE:** This requirement is waived for new entering students.)
- If a current student, the student has an educational plan on file. (**NOTE:** A student may petition without an educational plan on file, but the plan must be filed before credit will be awarded for prior learning.)
- The course is listed in the most current college catalog and is approved for Credit by Examination.
- The student has met any prerequisite(s) for the course.
- The student has not previously attempted to receive credit by examination for the course.
- The student has not already earned the maximum of 30 units for credit for prior learning.
- The course is eligible for Pass/No Pass grading option. (Applicable only if requested in Section I)



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SECTION III: DEPARTMENT APPROVAL (As Applicable)

- Please check this box to indicate approval if student has already received credit for a more advanced course.

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

SECTION VI: EXAMINATION GRADE

NOTE: *The department should retain a copy of the examination materials in the department/ division office in accordance with college policy regarding the maintenance of student records.*

Examination Grade: _____ Examination Date: _____

Administering Instructor Name: _____

Administering Instructor Signature: _____ Date: _____

Department Chair Name: _____

Department Chair Signature: _____ Date: _____

Cerritos College Admissions & Records Office Use Only

Processed By: _____

Date Form Processed: _____



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Credit by Examination – Student Information

As a student, you may petition for credit by district-administered examination for courses that are listed in the current college catalog and have been approved for “Credit by Examination” (please refer to current Schedule of Classes). The information below outlines the steps involved in the petition process.

1. The Credit by Examination Petition form is available on the Admissions & Records Forms webpage at <https://www.cerritos.edu/admissions-and-records/online-forms/default.htm>.
2. You may attempt to receive credit by district-administered examination only once for any given course. Multiple attempts to receive credit by examination for the same course are not permitted.
3. You must complete Section I: Student Information of the Credit by Examination Petition and submit your completed form to the Admissions & Records Office via email to admissions-info@cerritos.edu. Please refer to the current Schedule of Classes for a list of courses that are eligible for Pass/No Pass grading.
4. The Admissions & Records Office will start the process of verifying eligibility and grade basis selection in Section II: Eligibility Verification. Typically, petitions are processed by Admissions & Records within ten (10) business days. Please note that additional time may be required during peak times.
5. If the eligibility criteria are met, Admissions & Records will forward the petition to the appropriate academic department. The department will review the petition for any necessary approvals (i.e., if student has already received credit for a more advanced course) and will sign off accordingly in Section III: Department Approval. The department will contact you directly to make arrangements to take the examination. A list of academic departments is available on the Cerritos College website at <https://www.cerritos.edu/academics/academicdivisions/default.htm>.
6. If the eligibility criteria are not met or if Admissions & Records Office is unable to verify eligibility, you will be notified accordingly.
7. After you have taken the examination, the instructor who administered the exam will record the date of the examination and the grade received in Section IV: Examination Grade of the Credit by Examination Petition. The petition must be signed by both the instructor and the department Chair before it can be submitted to the Admissions & Records Office at admissions-info@cerritos.edu for processing.
8. Upon receipt of the completed petition with all of the required signatures, the Admissions & Records Office will post the assigned grade to your student record. NOTE: The grade assigned by the instructor who administered the exam is considered final; however, students have the opportunity to appeal the assigned grade in accordance with Administrative Procedure 4231 (Grade Changes).