



**FEATHER RIVER COLLEGE  
RECORDS OFFICE**

**Petition For Credit By Examination**  
(Challenge of Course)

**STUDENT**

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_

Course Number and Title \_\_\_\_\_ # Units \_\_\_\_\_

Date and time of examination: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Explain educational or professional experience that you believe provides sufficient knowledge to challenge this course: \_\_\_\_\_

Student's Signature \_\_\_\_\_

**INSTRUCTOR**

This student has met the criteria to petition for credit by examination:  
(See criteria on the backside of this page)

Yes       No      If no, what criteria has not been fulfilled:

\_\_\_\_\_

\_\_\_\_\_ Signature/Instructor \_\_\_\_\_ Date \_\_\_\_\_

**REGISTRAR** (attach transcript and current schedule)

\_\_\_\_\_ Signature/Registrar \_\_\_\_\_ Date \_\_\_\_\_

**DEAN OF INSTRUCTION**

Approved \_\_\_\_\_ Denied/Reason \_\_\_\_\_

\_\_\_\_\_ Signature/Dean of Instruction \_\_\_\_\_ Date \_\_\_\_\_

Fees Assessed \_\_\_\_\_ Date \_\_\_\_\_

**Feather River College**  
RECORDS OFFICE  
**PETITION FOR CREDIT BY EXAMINATION**  
(Challenge of Course Criteria and Procedures)

**CRITERIA:**

- 1) The course is to be listed in the current catalog.
- 2) The student must be currently enrolled in one FRC course other than the one to be challenged.
- 3) The student must have completed 12 units at FRC with a 2.0 GPA in all college units approved.
- 4) Students may not challenge introductory or less advanced courses if they have successfully completed advanced courses in the discipline.
- 5) Students may not challenge a course for which they have received credit/no credit or grades, either satisfactory or unsatisfactory, from an accredited institution.
- 6) Credit by examination will be based on a comprehensive exam that is designed by the supervising faculty member to cover the content of the course. If a course includes extensive writing or laboratory exercises, these will be included in the comprehensive exam. There may be courses for which a comprehensive exam cannot be developed or administered.
- 7) A maximum of two courses can be taken "Credit by Examination."

**PROCEDURES:**

- 1) Petitions must be filed in the Records Office within the first eight weeks of the semester. Exam fee is \$20.00 per unit and payable at the Records Office **before** taking exam.
- 2) Petitions must be approved by an instructor qualified to teach the course and who has agreed to supervise the exam. Agreement to supervise the exam is at the discretion of the individual faculty member.
- 3) The student should not enroll in the course that is to be taken through "Credit by Examination."
- 4) The student has the option of receiving credit/no credit or a grade and the course will be identified as a "Credit by Examination" on the transcript.
- 5) When the examination has been completed, the instructor must provide the Records Office with the student's test and grade (use the Change of Grade form).