



## **CREDIT BY EXAMINATION**

### **To qualify for Credit by Examination the student must:**

- be in combined good standing (Academic and Progress).
- have successfully completed a minimum of 12 units in residence at the College of Marin.
- be registered (enrolled) in the semester for which the student is petitioning.
- complete and submit to the Office of Admissions and Records a Petition for Credit by Examination by the last day to enroll for full and short term classes.

NOTE: The student will be charged a Credit by Examination fee which will equal the enrollment fee associated with enrollment in the course for which the student seeks credit by examination.

### **Upon successful completion of the exam the:**

- instructor will certify that the student has met all the academic requirements of the course for which the student is seeking credit by exam and issue a final grade to be posted to the student's academic record.
- final grade submitted by the instructor will be placed on the student's academic record and the academic record will be clearly be annotated to reflect that the grade was earned by examination.

NOTE: courses so completed are not counted toward a student's full or part-time load status for financial aid, veterans or other verifications, or toward the credit-in-residence required for graduation.

### **Upon failure of the examination the:**

final grade submitted by the instructor will be placed on the student's academic record and the academic record will clearly be annotated to reflect the failing grade was earned by examination.

NOTE: The passing or failing grades are computed into GPA.