

## **OFFICE OF ADMISSIONS & RECORDS**

# MARIN Petition for Credit by Examination

DATE RECEIVED	
INITIALS	

PLEASE REVIEW IMPORTANT "CREDIT BY EXAMINATION" ON REVERSE. PLEASE PRINT. PLEASE USE INK.				
MARIN ID	SOCIAL SECURITY NO.			
NAME LAST	FIRST		MIDDLE INITIAL	
MAILING ADDRESS	NUMBER & STREET			
CITY		STATE	ZIP	
DAY PHONE  AREA CODE  TELEPHONE NUMBER  E-MAIL ADDRESS  ——————————————————————————————————				
I hereby petition to take an examination for credit in the following course during				
COURSE TITLE	COURSE REFERENCE #	INSTRUCTOR'S APPROVAL	UNITS	
I have read and understand the criteria for Credit by Examination on the reverse of this form.  STUDENT SIGNATUREDATE				
DO NOT WRITE BELOW THIS LINE.				
INSTRUCTOR CERTIFICATION				
I certify that INSTRUCTOR'S NAME STUDENT'S NAME				
has met all the requirements for the course listed above through credit by examination with a final grade of				
INSTRUCTOR'S SIGNATURE DATE				
□ APPROVED □ DENIED □ PENDING				
DEAN OF ENROLLMENT SERVICES SIGNATUREDATE				

### **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 parttime 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.