

DATE RECEIVED _____
INITIALS _____

PLEASE REVIEW IMPORTANT "CREDIT BY EXAMINATION" ON REVERSE. PLEASE PRINT. PLEASE USE INK.

MARIN ID _____

NAME _____
LAST FIRST MIDDLE INITIAL

MAILING ADDRESS

NUMBER & STREET

CITY STATE ZIP

DAY PHONE E-MAIL ADDRESS
AREA CODE TELEPHONE NUMBER _____

I hereby petition to take an examination for credit in the following course during

FALL SPRING SUMMER 20 _____:

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 SIGNATURE _____ DATE _____

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 SIGNATURE _____ DATE _____

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 Enrollment Services department 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 the # of units for 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 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.