



CPL Petition for Credit by Exam-Assessment

Shasta College offers the opportunity of petitioning for credit by examination/assessment if a student, by reasons of special study, experience or training, already possesses the skills, knowledge and attitudes which are the objectives of a given graded course listed in the College Catalog. Credit may be earned by students who satisfactorily pass authorized examinations/assessments in accordance with Board Policy 4235.

STUDENT INFORMATION

First Name: _____ Last Name: _____ M.I.: _____
Email Address: _____ Phone Number: _____ Student ID: _____
Course Requested:
Subject: _____ Course Number: _____ Title: _____

Briefly state in the space below the reason and qualifications for challenging this course:

My signature below indicates that I agree with/understand the following statements:

I have met with a Counselor to discuss my experience/knowledge related to the course's Outline and Student Learning Outcomes, and they agree this application is appropriate. Name of Counselor: _____

The faculty in each discipline determine which courses in their discipline are open for credit by exam/assessment.

The faculty will determine the nature of the exam/assessment.

I must currently be enrolled at Shasta College, with a 2.0 or higher GPA.

I understand that other institutions have their own policies about accepting coursework that is completed through Credit for Prior Learning. While any coursework earned through Credit for Prior Learning will be used for my Shasta College certificate or degree, Shasta College cannot guarantee another institution will accept this credit.

I cannot use the credit by exam/assessment process to challenge a course in which I have previously earned a grade.

Student Signature: _____ Date: _____

*****Complete, sign, attach to email to evaluator@shastacollege.edu*****

ADMISSIONS & RECORDS EVALUATOR SECTION PART ONE

Verified: _____ Currently Enrolled: _____ 2.0 or higher GPA: _____ New Student; no GPA on file: _____

Forward to Dean of: _____

A/R Evaluator Signature: _____ Date: _____

DEAN SECTION

Application forwarded to (instructor name): _____

Dean Signature: _____ Date: _____

INSTRUCTOR SECTION

_____ Date of instructor-initiated conversation with the student to discuss their background/qualification for exam/assessment

This course is not appropriate for Credit by Exam/Assessment.

This student's experience is not appropriate for Credit for Exam/Assessment for this course.

___ Final grade as determined by exam/assessment

Instructor Signature: _____ Date: _____

*****Please email this form to evaluator@shastacollege.edu*****

ADMISSIONS & RECORDS EVALUATOR SECTION PART TWO

_____ Date course added to student's academic record

_____ Date student notified of results (email with results, copy of Petition attached)

A/R Evaluator Signature: _____ Date: _____

.....
If the student is not satisfied with the outcome of this Petition process, they may use the [Grade Appeal Procedure](#).