



CREDIT-BY-EXAMINATION

Foreign Language Department

In order to apply for Credit-By-Examination the student must assess his/her level to determine the highest-level class he/she can enroll in. For Spanish, student takes the assessment test offered at the Assessment Center. Make appointment online. Other criteria for approval: 12 units completed at MVC/RCCD, prior to submission of this form, 2.00 or above Grade Point Average, and currently enrolled at MVC/RCCD.

After enrolling in a higher-level course, the student may apply for credit for a lower level course. Student must submit this form to the Admissions office 2 weeks prior to the end of the semester and pay non-refundable fees. When student completes the higher-level course with a "C" or better and the department approves the granting of credit, student will be given credit (not a grade) for a lower level course.

Maximum credit is one class per term. Student must be enrolled at MVC/RCCD and fill out a new request for each additional course in the following terms. Requests are limited to three consecutive terms.

To be completed by student (please print)

Last Name _____ First Name _____ M.I. _____

Phone Number (____) _____

SS# _____ Student ID Number _____

Street _____ City _____ State _____

I wish to apply for Credit-by-Examination in the following lower level course.

Course Name: _____ Course Number: _____ Units _____

I am currently enrolled in the following higher-level course: _____

(if applicable)

Course Number: _____ Units _____

I expect to complete this course during Fall Winter Spring Summer Year _____

Student Signature _____ Date _____

To be completed by the Admissions Office

Criteria for Approval

_____ 12 units completed at RCC _____ Meets criteria/approved
_____ 2.00 or above Grade Point Average _____ Does not meet criteria/disapproved
_____ Currently enrolled at RCCD _____ ID Checked _____ Fees Paid

Student Services Specialist Signature _____ Date _____

If student receives a grade of "C" or better, Admissions will return to the foreign language department after grades are posted along with documentation of course completion

To be completed by the Foreign Language Department after the student has completed the higher level class.

Student may receive credit for the following lower level course.

Course Name _____ Course number _____ Units _____

Department Chair or Designee Signature _____ Date _____

To be completed by Admissions and Records

Credit entered to academic history _____ Date _____ Staff Initials _____

OPTIONS FOR RECEIVING FOREIGN LANGUAGE & ASL CREDIT

<i>Options</i>	<i>Procedure</i>
Take a higher level class to receive credit for the previous classes	<ol style="list-style-type: none"> Assess your level: <ul style="list-style-type: none"> Spanish: Take assessment test to determine highest level you can enroll in. Sign up for assessment test online. Other languages: Check with department for testing procedures. After enrolling in a higher class, obtain a <i>Credit By Exam</i> form, from Admissions and Records and submit by the midpoint of the same term. When you have completed the higher-level class with a "C" or better, you will be granted Credit for a lower level class (Credit-By-Exam is on a credit/no credit basis only) Maximum credit is one class per semester. Fill out a new request for each additional class in following semesters. Requests are limited to the 3 consecutive semesters, following enrollment in the higher-level class.
Take an AP Exam (Not administered at RCC)	<ol style="list-style-type: none"> If transferring, double check with transfer institution to make sure they accept AP Scores for transfer. Sign up for test through www.collegeboard.org. Choose the most convenient location. Have results sent to Admissions & Records.
Take a CLEP exam	<ol style="list-style-type: none"> If transferring, double check with transferring institution to make sure they accept CLEP scores for transfer. Offered weekly at La Sierra University. Call (951) 785-2453 Have results sent to Admissions & Records.
Take an SAT II Subject Test (Not administered at RCC)	<ol style="list-style-type: none"> Sign up for test through www.collegeboard.org. Choose the most convenient location. Have results sent to the Department. Fill out a <i>Credit-By-Exam</i> form and submit it to Admissions and Records, within one year of having taken the test.
International Baccalaureate Examination (Taken at High School program)	<ol style="list-style-type: none"> Present official results of an International Baccalaureate Exam to the Department. Fill out a <i>Credit-By-Exam</i> form, and submit to Admissions & Records within one year of having taken the test.
Approved Discipline Exam (If available)	<ol style="list-style-type: none"> Fill out a <i>Credit-By-Exam</i> form and submit to Admissions & Records. If request is approved by the discipline, take the test. (Approval shall require presentation by the student of acceptable evidence of having had special training, experience, or independent study presumed to be equivalent to the course for which Credit-By-Exam is requested.)

Credit-By-Exam is on a Pass / No Pass basis ONLY.
Not valid for levels 8, 51, 52, 53, 10, 11