

Los Angeles Trade Technical College
CREDIT BY EXAMINATION REQUEST

Credit by Examination is authorized in Title 5, Section 55050 and LACCD Board Rule 6702. **It is very important that you read all information carefully before completing this form. Students must be currently enrolled and in good standing to be eligible for Credit by Exam.**

Instructions:

1. You must have an active student identification number and you must be in good standing.
2. Check to ensure that the course is on the Credit by Exam (CBE) listing in the [LATTC College Catalog](#).
3. Complete **SECTION I** of the form and submit it to **department office** no later than three (3) weeks before the **first day of final exam** period.
4. After you take the exam, the instructor will complete **SECTION II** and submit the completed form, including the CBE results, to the Admissions and Records Office for processing no later than the deadline for final grade submission for that term.
5. The Admissions and Records Office will post the credit by exam course and grade at the end of the term.

SECTION I: STUDENT INFORMATION – STUDENT COMPLETES THIS INFORMATION

Name		Student ID	
	Last First M		
Address:		Date of Birth	
Email Address:		Phone ()	
Subject and Course Number (i.e. Math 125)		Units	Semester

Grading Notation Requesting (Select One): ☐ Letter Grade (A,B,C,D,F) or ☐ Pass/No Pass (if available)
Grade defaults to letter grade

My request is based on my prior learning, work experience or independent study as follows (attach documentation of licensure/certification, if applicable):

Acknowledgements:

1. I understand that units earned by Credit by Examination **may not** be used to meet the unit load requirements demanded of veterans or to qualify for Social Security benefits, scholastic honors, or to fulfill graduation residence requirements (BR 6702.g).
2. The course and grade (letter grade - A,B,C,D,F - or Pass/No Pass) will be posted on my cumulative record with a "Credit by Examination" annotation. Units shall be entered but shall **not be considered** in the computation of my grade point average.
3. The college **may** charge me an examination fee, not to exceed the enrollment fee associated with the course I am requesting Credit by Examination. (EC 55050(h)).
4. I am in good standing. I understand that good standing is defined as not being on academic or progress probation.

By signing below, I accept and acknowledge the Credit by Exam policies and requirements.

Student's Signature:

Date

SECTION II: DEPARTMENT STAFF REVIEW ELIGIBILITY

- ☐ The course is listed in the *LATTC College Catalog* as eligible for Credit by Exam
- ☐ The student is in active status and has a student identification number
- ☐ The student is NOT on Academic or Progress Probation
- ☐ The student has the educational background and/or experience equivalent to that of students completing a credit version of the course as determined by the department chair

Instructor: ☐ Exam approved ☐ Exam not approved Date Student Notified _____

Comments: _____

☐ Semester _____ Subject & Course # _____ Class Number # _____

Credit by Examination Given on: _____ Grade: _____

Instructor Signature

Date

Department Chair Signature

Date

SECTION III: ADMISSIONS & RECORDS OFFICE

- | | | |
|---|------------------------------|-----------------------------|
| ☐ Student is currently enrolled at LATTC | ☐ Yes | ☐ No |
| ☐ Student is not in Academic or Progress Probation | ☐ Yes | ☐ No |

POSTING TO RECORDS

 Admissions & Records Signature

 Date