

**SOLANO COMMUNITY COLLEGE**  
**CREDIT BY EXAMINATION**

**ELIGIBILITY:**

1. The student must be currently enrolled at the College in at least one (1) graded course other than those being taken for credit-by-examination.
2. The student must have an overall grade point average of at least 2.0.
3. The student must have completed 12 semester units at Solano Community College.
4. If the student intends to use the credit by examination course to fulfill a requirement for a Certificate, they must have completed 6 semester units at Solano Community College within the major requirements.

**PROCEDURE**

1. Complete the top portion of the Credit by Examination Petition and meet with the Division Dean to verify prerequisites and schedule exam.
2. File the petition with the Office of Admissions and Records no later than the FOURTH week of the semester. The Office of Admissions and Records will determine eligibility and collect the credit by examination fees.
3. After the examination, the Instructor will submit the completed petition with the examination results to the Office of Admissions and Records.
4. Credit will be posted to the student's record at the end of the semester.

**FEES**

The Credit by Examination fee is payable when the petition is submitted. Credit by examination fees are \$20.00 per unit or \$120.00 per course; whichever is less.

**AWARDING OF CREDIT**

Fifteen units is the maximum amount of credit by examination a student can receive. Credit by examination units from other accredited colleges will be allowed but will be included in the 15-unit maximum.

Grades and units awarded for credit by examination will be posted to the student's transcript at the end of the semester in which the examination was taken. Students will receive credit/no credit. Letter grades are not awarded.

Solano Community College does not guarantee other educational institutions will accept credit by examination credit.