



Credit by Examination

ADMISSIONS AND RECORDS

IMPORTANT: Please read all directions and fill out the form carefully. Review all your information to make sure that it is correct before submitting to the Admissions and Records office. You must have completed 12 units of coursework at Long Beach City College before requesting Credit by Exam. Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of any college, as prescribed by Title 5, California Code of Regulations, §55050

Name: _____ Student ID# _____
(First) (Last) MI

Email: _____ Date of Birth: _____ Telephone: _____

Address: _____
City State Zip

Student is responsible for submitting this form and following up with the department representative. If the Credit by Examination course or its equivalent was taken here or at another institution, the Credit by Examination score will not be used and all fees paid are forfeited and non-refundable.

Student Academic Status

Currently Enrolled? Yes No Probation or Dismissal? Yes No Units at LBCC _____

Academic Administrative Assistant Signature _____ Date _____

Department Review

Course Number and Title _____ Units _____

Recommended/Not Recommended Approved/Disapproved 12 unit Exception: Approved/Disapproved

Department Head Signature _____ Instructional Dean Signature _____ V.P. Academic Affairs Signature _____
If approved, student must submit fees to the Cashier's Office prior to taking exam. Credit by Examination fees are the current fees per credit unit.

Cashier's Office

Amount Paid _____ Staff Initial _____ Date _____ Receipt No. _____

Exam Results

The exam was conducted by _____ Grade _____ Units _____ Exam Date _____

Department Head Signature _____ Instructional Dean Signature _____

Academic Department must forward exam results to Records Office

Records Office Use Only: Grade Entered _____ Student Notified _____
Date _____ Staff Initial _____