## Options

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Options</th>
</tr>
</thead>
</table>
| Take a higher level class to receive credit for the previous classes | 1. Assess your level:  
   - Spanish: Take assessment test to determine highest level you can enroll in.  
   - Call 222-8440 (Riv), 571-6792 (MV), 372-7156 (Nor), 222-8832 (ASL) for dates and sign up.  
   - Other languages: Check with department for testing procedures.  
   2. After enrolling in a higher class, obtain a Credit ByExam form, from Admissions and Records and submit by the midpoint of the same term.  
   3. 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) | 1. If transferring, double check with transfer institution to make sure they accept AP Scores for transfer.  
   2. Sign up for test through [www.collegeboard.org](http://www.collegeboard.org). Choose the most convenient location.  
   3. Have results sent to Admissions & Records. |
| Take a CLEP exam | 1. If transferring, double check with transferring institution to make sure they accept CLEP scores for transfer.  
   2. Offered weekly at La Sierra University. Call (951) 785-2453  
   3. Have results sent to Admissions & Records |
| Take an SAT II Subject Test (Not administered at RCC) | 1. Sign up for test through [www.collegeboard.org](http://www.collegeboard.org). Choose the most convenient location.  
   2. Have results sent to the Department  
   3. Fill out a Credit-By-Exam form and submit it to Admissions and Records, within one year of having taken the test. |
| International Baccalaureate Examination (Taken at IB High School program) | 1. Present official results of an International Baccalaureate Exam to the Department.  
   2. Fill out a Credit-By-Exam form, and submit to Admissions & Records within one year of having taken the test. |
| Approved Discipline Exam (If available) | 1. Fill out a Credit-By-Exam form and submit to Admissions & Records  
   2. 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 3N, 8,51,52,53,10,11*
**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. Call 222-8451 for Riverside, 571-6492 for Moreno Valley, and 372-7103 for Norco. For other languages, check with the foreign language department for testing procedures. Other criteria for approval: 12 units completed at RCC, prior to submission of this form, 2.00 or above Grade Point Average, and currently enrolled at RCC.

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 Student Services Specialist in the Admissions office by the midpoint of the term 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 RCC 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 neatly)

<table>
<thead>
<tr>
<th>Last Name:_____________________________</th>
<th>First Name:___________________________</th>
<th>M.I._______</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID #__________________________</td>
<td>Phone# ( )___________________________</td>
<td></td>
</tr>
<tr>
<td>Street:_______________________________</td>
<td>City:____________________</td>
<td>State______ Zip_______</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title _____________________________</th>
<th>Units_______________</th>
</tr>
</thead>
</table>

Check campus        _____Riverside     _____Moreno Valley  _____Norco

I am currently enrolled in the following higher-level course________________________________

(If applicable)

<table>
<thead>
<tr>
<th>Course Number ______________</th>
<th>Units_____________</th>
</tr>
</thead>
</table>

I expect to complete this course during: FALL____WINTER____SPRING___ SUMMER___ Year__________

Student Signature___________________________________ Date:__________________________

### To be completed by Admissions & Records 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 RCC                ___ID checked       ___Fees Paid

Admissions & Records Staff Signature__________________________ Date:_____________________

If student received 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.**

<table>
<thead>
<tr>
<th>Course Name____________________</th>
<th>Course Number________________</th>
<th>Units________</th>
</tr>
</thead>
</table>

Department Chair or Designee Signature___________________________________________ Date_____________

### To be completed by Admissions and Records office

_______________________ Credit entered to academic history ____________________Date _____________Staff Initials

Copies to Student, Department Chair, and Admissions and Records