



Admissions & Records Credit-by-Examination World Languages

To apply for Credit-By-Examination the student must assess their level to determine the highest-level class they can enroll in.

For Spanish: Set up an appointment for a Spanish placement test offered online by emailing assessment@mvc.edu.

For Other Languages: Complete the Matriculation Appeal process in the Counseling Department to assess level.

After enrolling in or have successfully completed a higher-level course, students may apply for credit-by-examination for a lower level course. Student must submit this form to the Admissions office 2 weeks prior to the end of the semester. When student completes a higher-level course with a "C" or better and the Dean or Director of Admissions & Records approves the granting of credit, student will be given credit (not a grade) for a lower-level course.

Students must complete the criteria listed below to be eligible for credit-by-examination. Students must be enrolled in a Moreno Valley College course. Students may receive credit-by-examination in a total unit amount not to exceed 45 units. Students who are transferring to a 4-year institution are encouraged to consult with a counselor prior to applying for credit-by-examination. Students may not receive credit for levels 3N, 8, 11 or 12 through the Credit-by-Examination process.

TO BE COMPLETED BY STUDENT (PLEASE PRINT):

Last Name: _____ First Name: _____ M.I. _____

Student ID# _____ Phone #: _____

Street _____ City _____ State _____ Zip _____

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

Course Name _____ Units _____

I am currently enrolled or have completed the following higher-level course: _____

Term during which course was completed: Fall _____ Winter _____ Spring _____ Summer _____ Year _____

Student Signature _____ Date _____

TO BE COMPLETED BY THE ADMISSIONS OFFICE:

Criteria for Approval:

_____ 12 units completed at Moreno Valley College/RCCD _____ Meets criteria/approved

_____ 2.00 or above Grade Point Average _____ Does not meet criteria/disapproved

_____ Currently enrolled at Moreno Valley College/RCCD _____ ID Checked

Student Services Specialist Name _____

Student Services Specialist Signature _____ Date _____

TO BE COMPLETED BY THE DEAN or DIRECTOR OF ADMISSIONS & RECORDS:

Student may receive credit for the following lower level course.

Course Name _____ Units _____ Date _____

Name _____ Signature _____

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