



Office of the Dean of Enrollment Services
PETITION FOR CREDIT BY EXAMINATION
INFORMATION, CONDITIONS AND RESTRICTIONS

INFORMATION:

A currently enrolled student may challenge certain courses offered by the College for any of the following purposes:

- Satisfying prerequisites.
- Meeting graduation unit requirements.
- Obtaining course credit for equivalent experience or competency.

Students MAY NOT be registered for the course being challenged.

Students may be permitted to obtain credit by examination in selected subjects designated by a division in which the course is taught. A fee is charged for each examination. Students must be qualified to challenge a course by examination through satisfaction of prerequisites for the course or previous experience or training. The grade and credits received after satisfactory completion of examinations will be entered on the student's permanent record. The student's academic record shall be clearly annotated to reflect that the credit was earned by examination.

The results of the examination will be entered on the student's record. At the time a request is submitted, students must indicate whether they wish a letter grade, or a grade of "Pass/No Pass" (if allowed).

One year must elapse before a request for re-examination will be considered.

CONDITIONS AND RESTRICTIONS:

1. Students must be currently enrolled at AVC.
2. Students must submit challenge forms within the first four weeks of the semester.
3. Students challenging a course must complete the examination by Friday of the seventh week of the semester.
4. Students may challenge a maximum of four courses during their enrollment at AVC.
5. Challenge forms are available only in the fall and spring semesters. Summer forms are available only with the written permission of the instructor.
6. The units received by examination may not be used to satisfy the college's residency requirements.
7. Credit received is not applicable for financial aid, veteran's pay, or athletic eligibility.

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Office of Academic Affairs
CREDIT BY EXAMINATION COURSE LIST

**PETITION FOR CREDIT BY EXAMINATION
REQUEST PROCEDURE**

PROCEDURE:

1. Students requesting credit by examination must be currently registered at AVC and actively participating in course(s). Students MAY NOT be enrolled in the course they are challenging.
2. A student wishing to challenge a course must submit the completed Petition for Credit by Examination form to Admission and Records within the first four weeks of the semester. The form shall indicate if the course is to be challenged for grade or "Pass/No Pass".
3. Students whose form has been approved by Admissions & Records will be required to pay the current per-unit enrollment fee to the Cashier's Office.
4. The student then submits the form to the appropriate Division Dean and instructor for approval. It is the student's responsibility to make the necessary arrangements with the instructor.
5. The student should request a copy of the completed Petition for Credit by Examination form from the Division.
6. The form is forwarded to Admissions & Records by the Division Office with the final grade.
7. The grade will be posted to the record at the end of the semester.
8. The student is notified that a change has been made to their academic record by email.



Office of Academic Affairs
CREDIT BY EXAMINATION COURSE LIST

ABDY 112 Basic Auto Body Repair	BUS 101 Introduction to Business
ABDY 122 Basic Automotive Refinishing	BUS 105 Business Mathematics
ACCT 111 Bookkeeping	BUS 111 Business English
ACCT 113 Bookkeeping II	
ACCT 115 Payroll Bookkeeping	CA 103 Intro to Computers and Digital Technology
ACCT 121 Microcomputer Accounting	CA 111 Word Processing – Microsoft Word
ACCT 131 Introduction to Income Tax	CA 171 Introduction to Networking
	CA 175 Administering Windows Server
ACRV 112 Basic Refrigeration Systems	CA 176 Windows Server Networking
ACRV 113 Basic Refrigeration Controls	
ACRV 122 Residential Air Conditioning Systems	CHIN 101 Elementary Chinese I
ACRV 123 Residential Air Conditioning Controls	CHIN 102 Elementary Chinese 2
AFAB 110 Intro Struct Blueprint Manufact. Doc	DFST 101 American Sign Language I
AFAB 130 Aerospace Ethics and Issues	DFST 102 American Sign Language II
AFAB 210 Aircraft Production Systems	
AGRI 102 Plant Pest Control	DM 101 Digital Media Arts
AGRI 104 Nursery Practices	DM 103 Graphic Design I
AGRI 110 Basic Landscape Design	DM 113 Photoshop I
AGRI 112 Plant and Landscape Maintenance	DM 115 Graphic Communication I
AGRI 132 Turf and Landscape Maintenance	
AGRI 134 Plant Identification I	ELEC 110 Fundamentals of Electricity
AGRI 153 Landscape Const. – Concrete & Masonry	ELEC 115 Electrical Codes and Ordinances
AGRI 155 Landscape Const. – Wood and Lighting	ELEC 130 Alternating Current Theory
AGRI 210 Advanced Landscape Design	
AGRI 212 Interior Plantscape	ELTE 110 Electronics Mathematics
AGRI 220 Landscape Irrigation	ELTE 125 Direct Current & Alt Current Principles
AGRI 230 Soils and Plant Nutrition	ELTE 130 Digital Circuit Analysis
AGRI 234 Plant Identification II	
AGRI 250 Landscape Management	FREN 101 Elementary French 1
	FREN 102 Elementary French 2
AJ 101 Introduction to Administration of Justice	FTEC 111 Fire Protection Organization
AJ 102 Criminal Law	FTEC 112 Fire Prevention Technology
AJ 103 Criminal Evidence	FTEC 113 Fire Protection Equipment and Systems
AJ 104 Introduction to Corrections	FTEC 114 Building Construction for Fire Protection
AJ 204 Juvenile Procedures	FTEC 115 Fire Behavior and Combustion
ASTR 101 Astronomy	
ATH 100 Introduction to Athletic Training	



Office of Academic Affairs
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GEOG 101 Physical Geography: Earth's Surface Landscapes

GEOL 101 Physical Geology

GER 101 Elementary German 1

GER 102 Elementary German 2

HE 101 Health Education

LATN 101 Elementary Latin 1

LATN 102 Elementary Latin 2

MATH 102 Intermediate Algebra

MATH 115 Statistics

MATH 120 Math for Teachers

MATH 124 Finite Math

MATH 128 College Algebra for Liberal Arts

MATH 135 Plane Trigonometry

MATH 140 Precalculus

MATH 148 Calculus for Business and Economics

MATH 150 Calculus and Analytic Geometry

MATH 160 Calculus and Analytic Geometry

MATH 220 Linear Algebra

MATH 230 Intro to Ordinary Differential Equations

MATH 250 Calculus and Analytic Geometry

MGT 101 Management Principles

MGT 105 Elements of Supervision

MGT 115 Human Behavior in Organizations

MGT 121 Human Resources Management

MKTG 101 Principles of Marketing

MKTG 112 Introduction to Advertising

MKTG 121 Salesmanship

MOA 101 Beginning Medical Terminology

MOA 102 Advanced Medical Terminology

MUS 111 Fundamentals of Music

MUS 131 Keyboard Skills I

MUS 132 Keyboard Skills II

MUS 151 Music Theory II

MUS 153A Musicianship I

MUS 153B Musicianship II

MUS 231 Piano III

MUS 251A Music Theory III

MUS 251B Music Theory IV

MUS 253A Musicianship III

MUS 253B Musicianship IV

MUS 291 Applied Music

MUS 292 Applied Music Performance

MUSC 112 Commercial Music Theory

MUSC 113 Popular Song Writing

MUSC 133 Studio Music Production I

MUSC 134 Studio Music Production II

MUSC 143A Live Sound I

MUSC 143B Live Sound II

MUSC 233 Studio Music Production III

NS 101A Fundamentals of Nursing Science

NS 102A Maternal and Newborn Nursing

NS 103A Medical Surgical Nursing I

NS 200A Nursing Transition

NS 201A Psychiatric-Mental Health Nursing

NS 202A Medical Surgical Nursing II

NS 203A Pediatric Nursing

NS 204A Medical Surgical Nursing III

NS 205A Transition to Professional Nursing

OT 101 Beginning Computer Keyboarding

OT 102 Intermediate Computer Keyboarding

OT 103 Advanced Computer Keyboarding

OT 121 Spreadsheets for the Office

OT 152 Beginning Medical Insurance

RE 111 Real Estate Finance

RE 121 Legal Aspects of Real Estate

RE 141 Escrow Principles

RE 161 Property Management



Office of Academic Affairs
CREDIT BY EXAMINATION COURSE LIST

SPAN 101 Elementary Spanish 1

SPAN 102 Elementary Spanish 2

VN 109 Fundamentals of Patient care for
Vocational Nurses

VN 110 Self-Care: Fundamentals and
Pharmacology

VN 111 Nursing to Promote Self-Care Agency in the
Child Bearing Family and Pediatric Patient

VN 112 Nursing to Promote Self-Care Agency in the
Adult

VN 113 Nursing Leadership to Promote Self-Care
Agency in the Adult