



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.



ACCT 111 Bookkeeping	ELTE 110 Electronics Mathematics
ACCT 113 Bookkeeping II	ELTE 125 Direct Current & Alt Current Principles
ACCT 115 Payroll Bookkeeping	ELTE 130 Digital Circuit Analysis
ACCT 121 Microcomputer Accounting	
ACCT 131 Introduction to Income Tax	FREN 101 Elementary French 1
	FREN 102 Elementary French 2
ACRV 112 Basic Refrigeration Systems	
ACRV 113 Basic Refrigeration Controls	FTEC 111 Fire Protection Organization
ACRV 122 Residential Air Conditioning Systems	FTEC 112 Fire Prevention Technology
ACRV 123 Residential Air Conditioning Controls	FTEC 113 Fire Protection Equipment and Systems
	FTEC 114 Building Construction for Fire Protection
AFAB 110 Intro Struct Blueprint Manufact. Doc	FTEC 115 Fire Behavior and Combustion
AFAB 130 Aerospace Ethics and Issues	
AFAB 210 Aircraft Production Systems	GEOG 101 Physical Geography: Earth's Surface Landscapes
ASTR 101 Astronomy	GEOL 101 Physical Geology
BUS 101 Introduction to Business	GER 101 Elementary German 1
BUS 105 Business Mathematics	GER 102 Elementary German 2
BUS 111 Business English	
CA 103 Intro to Computers and Digital Technology	HD 103 Career and Life Planning
CA 111 Word Processing – Microsoft Word	
CA 171 Introduction to Networking	LATN 101 Elementary Latin 1
CA 175 Administering Windows Server	LATN 102 Elementary Latin 2
CA 176 Windows Server Networking	
	MATH 115 Statistics
CHIN 101 Elementary Chinese I	MATH 120 Math for Teachers
CHIN 102 Elementary Chinese 2	MATH 124 Finite Math
	MATH 128 College Algebra for Liberal Arts
DFST 101 American Sign Language I	MATH 135 Plane Trigonometry
DFST 102 American Sign Language II	MATH 140 Precalculus
	MATH 148 Calculus for Business and Economics
DM 101 Digital Media Arts	MATH 150 Calculus and Analytic Geometry
DM 103 Graphic Design I	MATH 160 Calculus and Analytic Geometry
DM 113 Photoshop I	MATH 220 Linear Algebra
DM 115 Graphic Communication I	MATH 230 Intro to Ordinary Differential Equations
	MATH 250 Calculus and Analytic Geometry
ELEC 110 Fundamentals of Electricity	
ELEC 115 Electrical Codes and Ordinances	
ELEC 130 Alternating Current Theory	



MGT 101 Management Principles  
MGT 105 Elements of Supervision  
MGT 115 Human Behavior in Organizations  
MGT 121 Human Resources Management

RE 111 Real Estate Finance  
RE 121 Legal Aspects of Real Estate  
RE 141 Escrow Principles  
RE 161 Property Management

MKTG 101 Principles of Marketing  
MKTG 112 Introduction to Advertising  
MKTG 121 Salesmanship

SPAN 101 Elementary Spanish 1  
SPAN 102 Elementary Spanish 2

MOA 101 Beginning Medical Terminology  
MOA 102 Advanced Medical Terminology

MUS 111 Fundamentals of Music  
MUS 120 Music Theory I  
MUS 131 Piano I  
MUS 132 Piano 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 291A Applied Music  
MUS 291B Applied Music  
MUS 291C Applied Music  
MUS 291D Applied Music  
MUS 292 Applied Music Performance

MUSC 100 Introduction to Music Technology  
MUSC 134 Music Production II  
MUSC 233 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