

Petition to Record Credit

Name: _____ Date: _____

DOB: _____ Student I.D.: _____

Are you currently enrolled at Del Mar College: Yes No

Please provide the last term you attended DMC: _____

Please complete only the section or sections that apply

Section A: Credit by Exam *Please choose one. Official scores must be provided.*

SAT Verbal SAT II ACT English Advance Placement (AP) CLEP DANTES (DSST)

- I have taken the test circled above and scored a _____

- \$.50.00 fee. Receipt # _____
- Credit has been entered on the DMC transcript.

Student Name(print)

Student Name(Signature) / Date

Business Office(print)

Business Office(Signature) / Date

Registrar Office(print)

Registrar (Signature) / Date

Section B: Credit by Evaluation of Credentials *Refer to Department Chair.*

- I request an evaluation of the attached credentials.
- Submit documentation to dept. for review.
- \$.50.00 fee. Receipt # _____
- Credit has been entered on the DMC transcript
- Applicant is eligible to receive credit in these course(below)

Courses to be Awarded:

Student Name(print)

Student Name(Signature) / Date

Evaluator Name(print) / Date (if other than Dept. Chair)

Evaluator Name(Signature) / Date (if other than Dept. Chair)

Department Chair (print)

Department Chair(Signature) / Date

Dean of Division(print)

Dean of Division(Signature) / Date

Business Office(print)

Business Office(Signature) / Date

Registrar Office(print)

Registrar (Signature) / Date

Section C: Credit by Department Exam *Refer to Department Chair. Grade must be 'B' or higher on exam. One course per form.*

- I request to take Dept. exam for
- Approval granted by Department Chair.
- \$.16.00 fee. Receipt # _____ (pre-exam)
- Attach completed/scored exam (B or higher)
- \$.50.00 fee. Receipt # _____ (post-exam)
- Credit has been entered on the DMC transcript.

Student Name(print)

Student Name(Signature) / Date

Department Chair (print)

Department Chair(Signature) / Date

Business Office(print) – pre-exam

Business Office(Signature) / Date – pre-exam

Dean of Division(print)

Dean of Division(Signature) / Date

Business Office(print) – post-exam

Business Office(Signature) / Date – post-exam

Registrar Office(print)

Registrar (Signature) / Date