



SPRING 2020

Credit by Exam Dual Enrollment Request Form

Office of Admissions, Records & Enrollment Development
1501 Mendocino Avenue, Santa Rosa, CA 95401 Phone: 707-527-4685 Fax: 707-527-4798

Computerized Bookkeeping (BBK 50), Petaluma HS

NOTE: All signatures are required or the form will not be accepted or processed

For Enrollment in Credit by Exam Only

PART I - Student

Name: _____ SRJC STUDENT ID#: _____
Last First

Expected year of graduation: _____

Date of Birth: ___/___/___ Phone: _____ Email Address: _____

I have read the High School Dual Enrollment (Special Admit) Expectations and Responsibilities on the back of this form and agree to abide by them. I also understand that I must submit an online SRJC application for every spring or summer/fall semester in order for this form to be processed (www.santarosa.edu/apply). Further, by signing this form I authorize Santa Rosa Junior College (SRJC) to release my educational records to my high school after each semester that I attend SRJC as a high school student.

Student Signature (required) _____ Date: _____

PART II – Parent/Guardian Approval

I am the parent or legal guardian of the above named student. I hereby petition Santa Rosa Junior College to allow my son/daughter to enroll in Santa Rosa Junior College **Credit by Exam** while dual enrolled in high school. I acknowledge that my child, as a college student, will be expected to adhere to all college rules of conduct, as well as the expectations and responsibilities detailed on the back of this form. I understand that in accordance with State and Federal law, I will not have the right to access my child's records without his/her written consent or court order. I understand that SRJC reserves the right to deny admissions to specific courses. I give permission for emergency first aid treatment for my minor child/legal ward. I also give my permission for him/her to be treated by a nurse, physician and/or mental health counselor in the Student Health Center at SRJC.

Parent/Guardian Name (required) _____ Signature: _____ Date: _____

PART III – Principal's/Counselor's Certification

IMPORTANT: FOR ENROLLMENT IN CREDIT BY EXAM ONLY

This Concurrent Enrollment Request Form is to **ONLY** be used for Credit by Exam according to the articulation agreement between Santa Rosa Junior College and the High School.

CBE Title: BBK 50 (Computerized Bookkeeping and Accounting I) **Units: 3.0**

High School Principal Signature (required) _____ Date: _____

High School Counselor Signature (required) _____ Date: _____

Name of High School: Petaluma High School Telephone: (707) 778-4779



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Notice from the Director of Admissions & Enrollment

It is imperative to understand that when a minor student becomes a student at any college, all rights accorded to, and consent required of parents transfer to the student (Section 99.5 of the Family Educational Rights and Privacy Act). That is, parents do not have the right to inspect the minor student's records or gain access to information related to their enrollment at SRJC. The minor's parents/guardians must present in person with the student a signed release specifying information to be released before we will discuss or release any information related to the student.

Students and their parents/guardians should be aware that:

- SRJC Instructors cannot inform anyone about grades except the high school teacher per Articulation Agreement.
- Credit by Exam is a COLLEGE exam and grades earned will remain on the student's college record (transcript) permanently.
- Parent(s)/Guardian(s) are not allowed access to SRJC student records, nor do they have the ability to change information on the student's records without the express written consent as described above.
- Any questions about the SRJC exam should be directed to the high school teacher responsible for proctoring Credit by Exam.

The basics of SRJC's Credit by Exam Procedure:

- A separate exam shall be conducted for each course for which credit is to be granted. (Title 5, 55050 (d))
- The student's SRJC record shall be clearly annotated to reflect that credit was earned by examination. (Title 5, 55050 (e))
- Grading shall be according to the regular grading scale approved by the governing board pursuant to Title 5, section 55023.
- A student who receives credit by exam for a particular course shall not be allowed to subsequently earn credit by exam for any other course that normally precedes that course in a pre-requisite sequence. Example: if student passes and earns credit for HTML 2 (CS 50.11B), the student would be blocked from enrolling into or taking Credit by Exam for HTML 1 (CS 50.11 A).
- Units for which credit is given pursuant to this policy shall not be counted in determining the 12 semester hours of credit in residence required for the associate degree (Title 5, 55050 (g)). Units earned through credit by exam are not considered for Financial Aid, Scholarship or Veteran Services eligibility and payments.
- No more than TWO attempts to be granted Credit by Examination will be allowed including an exam.
- The maximum number of units awarded by Credit by Examination shall be limited to 15 units per SRJC student record.
- **IMPORTANT: students who pass CBE are thereafter blocked from future enrollment in that course(s).**

Special Provisions for Students under High School Articulation Agreements

Because SRJC faculty has designated high school teachers to proctor SRJC Credit by Exam:

- High school students may complete SRJC Credit by Exam at their school sites
- All SRJC Credit by Exam fees are waived, including the student health fee

For Questions about Credit by Exam contact **Oscar Guajardo** | (707) 527-4858 | oguajardo@santarosa.edu