

# SAN DIEGO MESA COLLEGE Credit by Examination 2019-2020 Courses

## Approved Courses – Credit By Exam:

**American Sign Language:** AMSL 115, 115L, 116, 116L, 215, 215L, 216, and 216L

**Architecture:** ARCH 100

**Art:** ARTF 107, 109, 110, 111, 113, 115, 120, 130, and 132

**Business:** BUSE 100

**Computer Business Technology:** CBTE 101

**Health:** HEAL 101

**Health Information Technology:** HEIT 110, 155C, 160, and 220

**Medical Assisting:** MEDA 055, and 110

**Music:** MUSI 120, 150A, 158A, 158B, 258A, 258B, 268A, 268B, 269A, and 269B

## Procedure for Courses on the Approved List:

\*Before students begin the process for “Credit by Exam”, they should be in contact with the faculty member who will be administering the exam.

1. Student inquires with Mesa Evaluation Office about the process.
2. If course is on the approved list, student completes “**Application for Credit by Examination**” and submits to Mesa Evaluations Office.
3. Evaluations staff sends the application to District Evaluators to determine eligibility then indicates on application and returns to Mesa Evaluations.
4. Evaluation staff notifies students of eligibility. If eligible, student must complete “**Processing Fees for Credit by Exam**” with the Evaluations Office.
5. Mesa Evaluations staff will sign and date form for approval. Student submits payment at Mesa Student Accounting Office. Once paid, student returns form to Mesa Evaluations.
6. Evaluations staff will forward “**Application for Credit by Examination**” to Department Chair
7. The department administers exam, awards grade, and returns the application to Mesa Evaluations.
8. Mesa Evaluations verifies grade on application and forwards to District Records with proof of payment attached for recording of grade.

## Procedure for Courses **NOT** on the Approved List:

1. Student inquires with Mesa Evaluation Office about the process.
2. Student must complete “**Application for Credit by Examination for Course Not on Approved List**”.
3. Evaluations staff sends the application to District Evaluators to determine eligibility then indicates on application and returns to Mesa Evaluations.
4. Evaluation staff notifies students of eligibility. If eligible, student must complete “**Processing Fees for Credit by Exam**” with the Evaluations Office.
5. Mesa Evaluations staff will sign and date form for approval. Student submits payment at Mesa Student Accounting Office. Once paid, student returns form to Mesa Evaluations.
6. Evaluations staff will forward “**Application for Credit by Examination**” to Department Chair
7. The department administers exam, awards grade, and returns the application to Mesa Evaluations.
8. Mesa Evaluations verifies grade on application and forwards to District Records with proof of payment attached for recording of grade.