

Petition for Course Credit by Examination

(Return to the Office of the Registrar)

1. A student taking an examination for course credit must first have his or her academic qualifications reviewed by and receive written permission from the instructor administering the examination and the written approval of the head of the department concerned. A student must also have his or her administrative qualifications in #3 reviewed by and receive written permission from the dean of the school or college in which the student is enrolled. After obtaining the signatures indicated on this form and paying the required fee, the student arranges with the instructor to take the examination during the time periods stated in the University calendar. The instructor should retain this form for later submission of the grade to the Registrar's Office.
2. If a student earns an 'F' grade on the examination, that grade will not be posted to the student's academic record. A student who passes an examination for course credit receives the mark in the course that he or she makes on the examination and the regular grade points for that mark. A student may not elect the pass/fail option.
3. The following constitute the administrative qualifications for taking the examination:
 - All registered undergraduate students are eligible to take examinations for course credit in courses that are listed in the current undergraduate catalog. However, course credit by examination may not be used to meet credit requirements for graduate degrees at this institution.
 - A student may not earn by examination more than one-fourth of the credits required for the degree. A student may not take course credit by examination for a course in which he or she has earned a mark of 'F'.
 - A student may not take an examination covering a part of a course with the expectation that other parts will be made up in class or laboratory or otherwise.
 - A student may not take an examination for credit in a course if any substantial portion of the course has been covered previously in any college or secondary school course for which the University has granted credit.
 - A student may not take an examination for English 1003, 1004, or for 1000 level foreign language courses. Schools or Colleges may exclude other courses from course credit by examination.
 - A student who has failed an examination, which is offered for course credit, may not repeat the examination.

Student Name _____ Student ID:

Address: _____

Phone: _____

Subject area: _____ Catalog No.: _____ Section: _____ Class No. _____ Units: _____

School / College: _____ Campus: _____

Student's Signature: _____ Date: _____

Authorizing Signatures

Instructor's Name (Printed): _____ Ext: _____ U-Box: _____

Instructor's Signature: _____ Date: _____

Department Head: _____ Date: _____

Student's Dean: _____ Date: _____

FEE PAID (Bursar's Stamp) Examination Grade: _____

Instructor's Signature: _____ Date: _____