

**CREDIT BY EXAM PETITION**

*Must be filed no later than the first day of instruction for the quarter in which the student is to be examined.*

Name: \_\_\_\_\_ SID: \_\_\_\_\_

Major: \_\_\_\_\_ Degree Obj: \_\_\_\_\_

Course (Subject and Number – e.g. CS 201): \_\_\_\_\_

Course Title (e.g. Compiler Construction): \_\_\_\_\_

Number of Units: \_\_\_\_\_ Enrollment Term: \_\_\_\_\_

Planned Exam Date: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

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**REQUIRED APPROVAL SIGNATURES**

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

*To Instructor: By signing above, I certify that I have agreed to examine the student in the appropriate subject matter to cover the course listed. I also certify that I will assign a S or NC grade to the student for the course depending on the outcome of the exam.*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

(This is not necessarily the student’s faculty adviser)

Graduate Dean: \_\_\_\_\_ Date: \_\_\_\_\_

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**Regulations:**

- Master’s students who think that their knowledge of the appropriate subject matter is sufficient to be tested by formal examination without enrollment in a course may petition for credit by examination.
- Several conditions must be met, however, before such a petition can be approved:
  - The student must be registered for at least four units of upper division and/or graduate work at the time the examination is taken.
  - The student's scholarship must be satisfactory (3.0 or better cumulative grade point average). This means that a student may not use the credit by exam mechanism their first quarter in the program.
  - The course itself must be one, which can be tested by examination (Graduate seminars and research courses cannot be taken for credit by examination).
- Instructors retain the prerogative to decide whether they will serve as examiners, and to determine the form such an examination will take.
- The credit by examination procedure shall not be used as a device for improving a grade nor to reduce the minimum residence requirement.
- Units are received for credit by exam, but not grade points. The student will receive an S/NC grade.
- There is no limit to the number of courses that a student may complete through credit by exam.
- Ph.D. students need not follow this route since there is no formal unit requirement for doctoral candidates.