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:
  o The student must be registered for at least four units of upper division and/or graduate work at the time the examination is taken.
  o 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.
  o 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.