

**PETITION FOR UNDERGRADUATE  
CREDIT BY EXAMINATION**

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**INSTRUCTIONS:**

1. Complete the student portion of the form.
2. Request the approval of the instructor and the Department Chair. Not all classes have a credit by exam option.
3. File the approved form with the Registrar's Office.
4. Student must present a payment receipt, for \$100, in order to have the exam processed.
5. Instructor must submit grade to Registrar's Office and notify the student.

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**STUDENT – PLEASE PRINT**

Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Department and Course Number: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Requested Exam Date: \_\_\_\_\_

Reason for Requesting Credit by Examination:

\_\_\_\_\_

\_\_\_\_\_

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**INSTRUCTOR – SIGNATURE INDICATES APPROVAL**

**PREPARATION FOR EXAMINATION:** Books read, exercises written, project completed, work with faculty, etc...

Instructor's Signature \_\_\_\_\_ Date of Exam \_\_\_\_\_ Date Approved \_\_\_\_\_

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**DEPARTMENT CHAIR – SIGNATURE INDICATES APPROVAL**

Approved By \_\_\_\_\_ Date \_\_\_\_\_

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**REGISTRAR'S OFFICE:**

Credit will appear on the transcript as CE (Credit by Exam) with the units earned for a fee of \$100.00

Units to record on transcript: \_\_\_\_\_

Course Waived (*no college credit*) \_\_\_\_\_

Credit Denied (*list reason on back of form*) \_\_\_\_\_

**\*If the course is waived, the student must still complete the minimum number of credits for graduation.**

**FINANCIAL SERVICES OFFICE USE ONLY**

Amount paid: \_\_\_\_\_

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