



**The option of credit by examination is reserved for students who are in good standing and are registered for the current quarter.**

**Petition Instructions**

- Enter the course information from the Class Schedule and Registration Guide, and indicate how you intend to prepare for the examination.
- The petition must be approved by the instructor who will administer the examination. The instructor will specify the examination date.  
**Undergraduate students**—obtain the approval of the dean of your college.  
**Graduate students**—obtain the approval of the dean of the Graduate Division.
- Submit the approved petition to the Office of the University Registrar, 12 Mrak Hall. Pay the \$5.00 fee at the Cashier's Office or bill your account at the Office of the University Registrar.
- The Office of the University Registrar will complete the permit on the bottom of this form. Keep the permit for your records. You cannot take the examination until the permit is issued.
- After the examination, the instructor will submit a grade to the Office of the University Registrar.
- P/NP and S/U grading must be approved, in advance, by the dean. Attach approval to this application before submitting to the Office of the University Registrar.
- If you do not take the examination on the specified date, the notation Enrolled—No Work Submitted will appear on your record.

**Academic Senate Regulation DD 12 states:**

Credit by examination is available to students registered at the Davis campus under the following rules.

A. The privilege of taking an examination for credit usually will be granted only to students (undergraduate and graduate) who are in good standing and are registered in the current quarter (Academic Senate Reg. 540 and 542). Application shall be made on a petition form available from the Registrar.

B. Credit by examination may be applied for in any course listed in the current *General Catalog*. The application must be approved by the instructor who will administer the examination and by the dean of the student's college or school in the case of an undergraduate student or the Dean of Graduate Studies in the case of a graduate student. The instructor will specify the examination date.

C. The application, if approved by the appropriate dean, is forwarded to the Registrar, who issues to the student a permit for the examination and sends notice of the action to the instructor or examiner by whom the examination is to be conducted. The examination may not be taken until the permit has been issued. (Am. 6/9/81)

D. Credit by examination is not available (a) if such credit would duplicate credit presented by the student for admission to the University; (b) in elementary courses in a foreign language which is the native tongue of the applicant; or (c) in subjects for which the University has no competent examiner.

E. Credit earned by examination may not be applied toward satisfaction of the General Education requirement. (En. 10/28/86)

F. The final result of a student's work in an examination for credit shall be reported to the Registrar in terms of the following grades: A, B, C, D, E, P, NP, S, U. The I grade (incomplete) is not acceptable. Optional P/NP or S/U grading is subject to approval by the appropriate dean. If a student does not take the examination on the specified date and has not made prior arrangements with the instructor to change the date, the instructor shall write "Enrolled - No Work Submitted" on the grade report. (Renum. 10/28/86)

**Permit for Exam**

Name \_\_\_\_\_ Student ID number \_\_\_\_\_

Subject and Number \_\_\_\_\_ Exam Date \_\_\_\_\_ Time/Date Stamp \_\_\_\_\_

Issued by \_\_\_\_\_

Reg fees paid       Application fee paid

Petition for Credit by Examination



**Personal Information**

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Student ID Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Undergraduate

Graduate College or School \_\_\_\_\_ Major \_\_\_\_\_

**Course Information**

Term	CRN	Subject and Number	Units	Instructor

**Method of Preparation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Petition for Credit by Examination

**Instructor's Approval:**

The examination will be  Regular Final  
 Special Examination

Examination date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Dean's Approval**

- Credit will not duplicate work already recognized on student record.
- Student is in good standing and registered for the current quarter.
- Petition approved for units and grade-points to be applied toward degree.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Grade Report**

Exam grade \_\_\_\_\_ Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Return to Office of the University Registrar, 12 Mrak Hall

**Office Use Only**

Permit issued by \_\_\_\_\_ Date \_\_\_\_\_

Date grade report sent to instructor \_\_\_\_\_ Date final grade posted \_\_\_\_\_ By \_\_\_\_\_