

CREDIT BY EXAMINATION PETITION FORM THE REGISTRAR'S OFFICE

DATE STAMP & INITIAL HERE

Instructions:

1. Meet with an advisor to discuss Credit By Examination eligibility and regulation requirements.
2. Complete a separate Credit by Examination petition form for each request.
3. Complete, with an advisor, the Eligibility Determination section.
4. Obtain the appropriate signatures and pay applicable fees.

STUDENT ID: _____ PHONE NUMBER: _____

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

Course Identification (Example: SPA 100, Elementary Spanish I, 5.0): TERM (Circle One) Fall Spring Year: _____

Dept	Course #	Course Title	Units
Eligibility Determination (Complete with an Advisor):			
1. Is the student currently enrolled at CSU, Dominguez Hills? Yes ___ No ___ How Many Units? _____			
2. Does the student have an overall GPA of 2.0 or higher? Yes ___ No ___			
3. Has the student completed a minimum of 12 units at CSU, Dominguez Hills? Yes ___ No ___			
4. Has the student earned any units by Credit-by Examination? Yes ___ No ___ How Many Units? _____			

Student: I understand that by signing this form, I will be obligated to pay all associated fees.

Student Signature and Date

Advisor's Signature and Date

Instructor of Record Identification and Division Authorization:

1. Faculty member is willing to develop, administer, and grade examination. Yes ___ No ___
2. Faculty member agrees to submit grade according to current semester deadlines.

Faculty Name (Please Print)

Faculty Signature and Date

3. Approved ___ Denied ___

Department Chair Signature and Date

4. Approved ___ Denied ___

Dean Signature and Date

FOR ADMISSIONS AND RECORDS OFFICE USE ONLY

Test Administered Yes No

Examination Date: _____

Grade to be Awarded: _____

Faculty Signature: _____ Date: _____