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CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

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### Credit By Examination Petition Form Office of Admissions and Records (WH 290)

**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
<b>Eligibility Determination (Complete with an Advisor):</b>			
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? _____			
<b>Student: I understand that by signing this form, I will be obligated to pay all associated fees.</b>			
Student Signature and Date _____		Advisor's Signature and Date _____	
<b>Instructor of Record Identification and Division Authorization:</b>			
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: \_\_\_\_\_