

ELIGIBILITY CRITERIA

Students are eligible to earn credit by examination under the following conditions:

1. A student must be registered in the term in which the examination is to be taken.
2. The course must be listed in the *General Catalog*
3. The course must be offered in the term in which the examination is to be taken (see the current *Schedule of Classes*).
4. A student must have at least a 2.0 cumulative grade point average.
5. The instructor must agree that the student's knowledge may be properly tested by an examination. Credit by examination may not be earned for certain field or practice courses.
6. The examination must be a comprehensive one which covers the entire course subject matter. It must be administered at one sitting not to exceed three (3) hours in duration. It may be the regularly scheduled final examination for the course, provided it meets the foregoing description.
7. Credit by examination is NOT granted:
 - if such credit duplicates credit presented by the student for admission to the University
 - if the course is a repetition of a course failed at the Berkeley campus
 - for elementary foreign language courses in the native/first language of the student
 - for subjects where the University has no competent examiner
 - for laboratory or performance courses

INSTRUCTIONS FOR STUDENTS AND INSTRUCTORS

SECTION I – FOR STUDENTS: If you meet the above eligibility criteria, fill out Section I and present this petition to the instructor in charge of the course in which you wish to take the examination.

SECTION II - FOR INSTRUCTORS: If the student meets the above eligibility criteria, complete Section II, and return this petition to the student.

SECTION III – FOR STUDENTS AND DEANS:

A. If you are a student in the Colleges of Letters and Science or Natural Resources and have officially declared a major, obtain the signature of your major adviser.

B. All students must take this petition to the office of the dean of their college.

C. Deans/Deans Representatives must read the eligibility criteria above and if the student meets the criteria, the Dean or the Representative may sign in Section III.

D. If your dean signs Section III, take this petition, along with a check or money order for \$5.00 made payable to the UC Regents, to the Office of the Registrar in 124 Sproul Hall. Keep a copy for your records.

SECTION IV – THE OFFICE OF THE REGISTRAR: Upon receipt of this petition, The Registrar will review the above eligibility criteria. If the student meets the criteria, The Registrar will sign Section IV and forward it to the instructor. If not, the student will be notified.

SECTION V – FOR INSTRUCTORS: If the Registrar has signed Section IV and forwarded it to you, you may make arrangements with the student to administer the examination. Record the grade in this section. Correct grades for undergraduates are Pass or Not Passed and for graduate students, Satisfactory or Unsatisfactory. **LETTER GRADES ARE NOT ACCEPTED.** Keep a copy for your records and submit this petition in person or by mail to the Office of the Registrar, 124 Sproul Hall (MC#5404).