

PETITION FOR CREDIT BY EXAMINATION
 INSTRUCTIONS AND INFORMATION ARE ON THE REVERSE

TYPE OR PRINT IN INK.

SECTION I (to be completed by student)

Name: _____ SID# _____ G U
LAST FIRST MIDDLE

Address: _____
Street Address City State Zip Code

Telephone No: (____) _____ E-mail Address _____

College/School: _____ Major: _____

I request credit for the: Fall Spring 20____ For the following course:

Department and Course Number _____ Units _____

Instructor's Name and Department: _____

Student's signature Date:

SECTION II (to be completed by course instructor)
PLEASE READ THE BACK OF THIS PETITION BEFORE COMPLETING

The student's knowledge of this subject may be tested by examination: No Yes
 The student's preparation for the examination appears satisfactory: No Yes

Instructor's signature Instructor's Campus Address (Print) Date

SECTION III (to be completed by College/School/Division Office)

Major Adviser: _____ Date: _____
(Letters and Science and Natural Resources ONLY)

PLEASE READ THE BACK OF THIS PETITION **BEFORE** COMPLETING . This student is eligible to earn credit by examination and is approved to receive credit by examination for this course towards graduation.

Dean or Dean's Representative Signature Date

SECTION IV (to be completed by the Office of the Registrar)

Reviewed by: _____ Date: _____

SECTION V (to be completed by course instructor)

The student was given the examination on: _____, 20____

The student earned the grade of: Pass (Undergraduates) Satisfactory (Graduates)

Instructor's signature Date:

OFFICE OF THE REGISTRAR USE ONLY	
Credit posted in OR by: _____	Date: _____

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. Term is defined as regular (fall or spring) and not summer.
2. The course must be listed in the *Berkeley Guide*.
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 UC 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 to the Cal Student Central 120 Sproul or email records@berkeley.edu.

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, 128 Sproul Hall (MC#5404).

For students who fail the exam, notify the student directly.