

Registrar's Office

**Petition for Credit by Exam**

One form required per credit by exam request. All information is required to file Credit by Exam.

Name: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First Middle

Student ID Number: \_\_\_\_\_ Class of: \_\_\_\_\_

**Filing Date:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_

PERMISSION IS REQUESTED TO UNDERTAKE AN EXAMINATION FOR CREDIT IN THE FOLLOWING COURSE:

**Course Name & Number:** \_\_\_\_\_ **CRN:** \_\_\_\_\_ **Units:** \_\_\_\_\_ **Quarter/Year:** \_\_\_\_\_

**Name(s) of Instructor(s) of Record:** \_\_\_\_\_

**DATE on which student will be prepared for examination:** \_\_\_\_\_

**Approval 1: Instructor of Record**

Requirements on the back page of this form have been met and the student will be examined.

Date of Examination: \_\_\_\_\_

IOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval 2: Department Chairperson**

Requirements on the back page of this form have been met for the purpose of examination for credit.

Dept Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval 3: Dean for Curricular Affairs**

The provisions of Bylaws' Regulation 70(l) have been met. The above stated units are approved for units and/or credit to be applied toward the degree of Doctor of Medicine.

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval 4: Committee on Student Progress**

The provisions of Bylaws' Regulation 70(l) have been met. The above stated units are approved for units and/or credit to be applied toward the degree of Doctor of Medicine.

CSP Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*NOTE: Signature only required when course previously taken and failed. See back page, Regulation 76(D)(1)

**To be completed by Instructor(s) of Record:**

Date: \_\_\_\_\_

Grade Assigned (P, F): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Return to SOM Registrar's Office*

**Office Use Only**

Date Keyed: \_\_\_\_\_

By: \_\_\_\_\_

Date CSP Staff Notified: \_\_\_\_\_

Date entered in student record: \_\_\_\_\_

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## PETITION FOR CREDIT BY EXAMINATION

Bylaws &amp; Regulations of the School of Medicine

## 76. Courses and Credit Units

## (D) Credit by Examination

- (1) Credit by Examination is available to students registered in the School of Medicine under the following rules:
  - (a) Students may apply to obtain Credit by Examination in any required course of the medical curriculum in which such credit is offered by the responsible department. (Am. 2/17/13)
  - (b) Application, which must occur prior to any examination that is to be used for assignment of credit, shall be presented on a form obtained from the School of Medicine Registrar and must be approved by the Instructor of Record, the Department Chairperson and the Dean-level administrative officer whose portfolio includes curricular affairs. (Am. 3/26/07, 2/20/08, 2/17/13)
  - (c) The grade shall be recorded for the academic quarter in which the examination for credit was taken. The Y is not permitted. (Am. 12/31/94, 2/20/08, 2/17/13)
  - (d) Credit by examination for a course previously taken in which a student received F as the final grade (recorded in the transcript) requires approval of the Instructor of Record, the Department Chairperson, the Dean-level administrative officer whose portfolio includes curricular affairs and the Committee on Student Promotions. For such students, Credit by Examination is a repetition of the course, for which degree credit will be given only once, but the grade assigned at each enrollment shall be entered into the permanent record. (Am. 12/31/94, 2/17/13)

11/27/2017