

Registrar's Office

Petition for Credit by Exam

One form required per credit by exam request.

Name: _____ / _____ / _____
Last First Middle

Student ID Number: _____ Phone #: _____ - _____ - _____ Class of: _____

E-mail: _____

Filing Date: _____ **Student Signature:** _____

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

Course Name & Number	Units	Name of Instructor 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(I) 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(I) 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 of Record:

Date: _____ Grade Assigned (P, F): _____

Printed Name: _____ Signature: _____

Return to SOM Registrar's Office

Office Use Only	
Date Keyed: _____	By: _____
Date CSP Staff Notified: _____	Date entered in student record: _____

Registrar's Office

Petition for Credit by Exam

PETITION FOR CREDIT BY EXAMINATION

Bylaws & 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