



University of California, Davis
School of Medicine, Registrar's Office

Petition for Credit by Exam

4610 X Street, Suite 1208, Sacramento CA 95817-2200 / Phone: (916) 734-4990 / Fax: (916) 734-2178

Name: _____ / _____ / _____ Class of: _____
Last First Middle

Address: _____

Phone #: _____ - _____ - _____ 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

NOTE: Please use a separate form for each course for which Credit by Examination is requested.

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: _____

Date: _____ Signature: _____

Approval (2) Department Chairperson — Requirements on the back page of this form have been met for the purpose of examination for credit.

Date: _____ Signature (Dept Chair): _____

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.

Date: _____ Signature: _____

*Approval (4) Committee On Student Progress — The Committee on Student Progress has voted in favor of allowing this above-named student to take a credit by examination in accord with Bylaws' Regulation 70(I)(4).

Date: _____ Signature (CSP Chair): _____

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

To be completed by Instructor of Record:	<i>Return to UCD School of Medicine Registrar's Office (address above)</i>
Date: _____ Grade Assigned (P, F) _____	
Printed Name: _____ Signature: _____	

Office Use Only	
Keyed by _____	Date _____
Date CE entered in SOMSIS: _____	CSP staff notified: _____

Please return completed form to the School of Medicine Registrar's Office; 4610 X Street, Ste 1208; Sacramento, CA 95817 or fax to: 916-734-2178

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)

2/17/2013