SECTION A - TO BE COMPLETED BY STUDENT

SEMESTER: ________________________________

NAME______________________________________ STUDENT ID________________________________

SPECIFY CLASS TO BE EXAMINED BY STUDENT:

SUBJECT:______________________________ COURSE NO.__________________ UNITS:_______

I certify that I have satisfied the requirement listed on the reverse of this sheet.

SIGNATURE:______________________________ DATE:______________________________

SECTION B – TO BE COMPLETED BY INSTRUCTOR

Instructor: _____________________________ FINAL GRADE (Credit or No Credit Only): _____________

Signature: __________________________________________ Date: __________________________

Dept. Chair Signature: ____________________________ Date: __________________________

SECTION C – TO BE COMPLETED BY OFFICE OF ADMISSIONS AND RECORDS

REG.: ____________________ 12/2.00 __________________ TRANS.: _________________________

APPROVAL: YES________ NO_______ If No, Give Reasons ________________________________

Processed by: ____________________________ Date: __________________________

Petition For Credit Examination Fee:

CE01_______X_______ = $__________

Posting to Student Account by: ________________ Payment: _____ Cash _____ ChK_____ CC
FOLLOWING ARE THE MINIMUM REQUIREMENTS TO BE ELIGIBLE FOR CREDIT BY EXAMINATION:

1. Student must be registered for the semester in which the examination is administered.

2. Student must be in good standing with the College (not on academic or progress probation). All fees must be paid in full and any holds on registration must be cleared.
   Note: Fees not covered by Board of Governors Grant waivers. For more information, contact the Financial Aid Office.

3. Student must submit any documents required by the department. Some departments may have special requirements or conditions. Check with the appropriate department head for details.

4. Permission must be granted by the appropriate department chair to challenge the course by examination.

5. The course must be listed in the current College catalog (print or online).

6. The course may not be less advanced than or be a prerequisite to any courses already taken or being taken.

7. The course may not be equivalent to or substantially the same as any course already completed or attempted, for which an evaluative symbol (e.g., letter grade, W, P/NP) was received.

8. The course must not have been previously attempted for credit by examination (student has only one chance to pass exam).

9. Credit by examination applicable to the associate degree, certificate or General Education graduation requirements is limited to a maximum of 45 units or three-quarters (75%) of the units completed at CCSF, whichever is less.

10. Credits awarded by examination are not applicable in meeting unit load requirements for veterans or social security benefits, scholastic honors, financial aid, or graduation residency requirements.

11. Only one course in a direct series may be given credit by examination, e.g., Mathematics 92, Mathematics 95, or Mathematics 110A or Mathematics 110B, not more than one of these courses. A student with the appropriate knowledge may take the examination in Mathematics 110B and receive four semester units for this course; however, the student cannot take examinations in all four courses above and be awarded 16 semester units of credit by examination.

NOTE: Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept credit by exam.